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ABSTRACT

This booklet was compiled from information received from employment agencies involved in the federal summer jobs program over the past five years and is intended to provide employment staffs with a reference to various ideas, techniques, and resources useful in training summer employees. Ideas and techniques are presented in outline and summary form. Samples of training and guidance materials are provided as are descriptions and sources of pre-packaged courses in basic education, job and consumer couseling, and bibliographies of publications and films appropriate for use in training activities. (Author/SN)

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Idea Book

SUMMER EMPLOYMENT TRAINING AND DEVELOPMENT PROGRAMS

U.S. CIVIL SERVICE COMMISSION
BUREAU OF TRAINING
MARCH 1972

VT 021 280

INTRODUCTION

This booklet is designed to provide agency summer employment staffs with a quick reference to a wide variety of ideas, techniques and resources used by agencies in the training and development of summer employees under the Federal Summer Employment Program. The material in this booklet has been compiled from information reported by agencies in their end of summer reports for the past five years.

Ideas and techniques are presented in capsule summary form. Samples of training and guidance materials are provided including course agendas and material for supervisors and summer employees. These materials may be reproduced and used as is or adapted to particular agency programs. The booklet also contains descriptions and sources of pre-packaged courses in such subjects as basic education, job counseling and consumer counseling, as well as separate bibliographies on publications and films that are appropriate for use in summer training activities.

It is suggested that this booklet be retained as a continuing resource document since it is our plan to periodically provide additional information and material, as they become available, for insertion in the basic document.

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PREPARING SUMMER AID SUPERVISORS

FORMAL TRAINING

DISCUSSION TOPICS	A variety of topics are discussed in training sessions, e.g., objectives of the program, key role of the supervisor, assigning meaningful work, orientation, counseling, relating to disadvantaged youth, environmental and social handicaps, recognition, typical problems and how to deal with them, etc.
TWO-DAY SESSION	Supervisors attend a two-day session which covers objectives of the summer aid program, characteristics of the Aids, developing and structuring jobs, assessing Aid capabilities, supervisor attitudes, communicating, giving instructions, and motivating.
ONE-DAY SESSION	All new summer aid supervisors participate in a day long training session in May to discuss the purpose of employing inexperienced youth during the summer, background of youth employed, off-the-job training and counseling available, and the role of the supervisor. (See sample one-day session on page 3.)
HALF-DAY SESSION	A half-day session centers around two workshops: (1) maintenance of standards, and conduct and performance and (2) skill training through meaningful work assignments and on-the-job training. (See sample half-day session on page 4.)
PERIODIC MEETINGS	One hour training sessions take place throughout the summer at two week intervals. At the first session, a film used by the National Alliance of Businessmen (NAB) in their supervisory training sessions is shown, and discussion follows. The succeeding sessions involve discussion of mutual problems and means for solving them.
REFRESHER TRAINING	A two-hour refresher training session for those supervisors who have previously participated covers a general discussion of the summer program, a lecture and discussion on summer aids, and a lecture and discussion on the role of the supervisor. (See sample refresher session on page 4.)
RESOURCE PEOPLE	A variety of resource people are used in training sessions including personnelists, managers, high school educators and counselors, Federal Executive Board members, Young Men's Christian Association staff, Opportunities Industrialization Center staff, Community Action Agencies staff, Welfare Councils staff, former summer aids, and former supervisors.
EXPERIENCE OF FORMER SUPERVISORS	Former Aid supervisors act as discussion leaders and give new supervisors tips on approaches to problem solving that have worked best for them.
EXPERIENCE OF SECOND-YEAR AIDS	A panel composed of summer aids and supervisors discusses some of the problems and areas of interest, e.g., absenteeism, distrust of the system, distrust of minority groups, work motivation, etc.
FEDERAL EXECUTIVE BOARD	A training session is conducted by the President of the Federal Executive Board and a representative of the YMCA.

COUNSELING TECHNIQUES	The supervisors discuss the "do's" and "don'ts" of counseling with a guidance counselor from one of the local schools with mostly minority group students.
INSTRUCTING TECHNIQUES	Supervisors receive formal instruction in training methods to be utilized in on-the-job training.
OPINIONNAIRE	An opinionnaire on the supervision of disadvantaged youth is used in a training session on the advantages and disadvantages of different approaches of handling disadvantaged employees. Following a talk by an official from the Office of Economic Opportunity, the supervisors break into groups to answer and discuss the opinionnaire. (See sample opinionnaire on page 5.)
ROLE-PLAYING	Supervisors participate in a role-playing exercise, "Communicating to the Employee on His First Job," which emphasizes the many things that employees on their first job do not know, but supervisors assume they know.

INFORMAL TRAINING

HANDBOOKS FOR SUPERVISORS	A handbook for supervisors of summer employees is developed by the agency and distributed to all supervisors. The handbook contains information on the philosophy and objectives of the program, recruitment and placement, selection of supervisors, job development, administrative information, special services for the Aids, tips for supervisors, and a special word about job safety.
GUIDANCE MATERIAL	Guidance material on the characteristics of the summer aids, and the role of the supervisor is distributed to all supervisors who are participating. (See sample materials on page 8.)
CHECKLIST	A checklist containing helpful tips on how to promote better performance and relations between the supervisor and Aid is sent to each supervisor. (See sample checklist on page 9.)
READING MATERIAL	Each supervisor is provided with a copy of the U.S. Department of Labor Bulletin 174, "The Youth You Supervise," and "Adjusting to the World of Work/The Problems of Disadvantaged Youth," Internal Revenue Service. (See bibliography of publications.)
COUNSELOR-SUPERVISOR DISCUSSIONS	The counselor visits each supervisor at the worksite and discusses the objectives of the program, the work the Aid will perform, the role of the supervisor, the role of the counselor and characteristics of the Aids.

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SAMPLES OF SUPERVISORY TRAINING MATERIALS

OUTLINE OF ONE-DAY TRAINING SESSION

A. Purpose of employing inexperienced youth during the summer

1. To get work done
2. President's program for youth

- an opportunity to work and earn money
- an opportunity to learn good work habits
- an acquaintance with the world of work and occupational preparation

3. The agency view of the importance of the Summer Aid Program

B. Background of youth employed

1. Characteristics of the inexperienced worker
2. *Picture of summer aids to be employed in the agency

- number of summer aids who are school drop-outs
- number of summer aids enrolled in school
- number of summer aids with continuing education plans

*This information can be obtained from summer aids job applications.

C. Explanation of off-the-job training and counseling

1. What will be given
2. Why it will be given
3. Who will attend
4. When it will be given
5. Tentative schedule

D. Role of the Supervisor - Key man in program

1. Planning summer aids job responsibilities
2. Assigning summer aids as helpers to selected regular workers
3. Assigning a "Buddy" to each summer aid
4. Providing more detailed instruction as to what younger worker is expected to do and how well
5. Providing close review of work and guidance in good work habits
6. Use of Supervisor's Checklist
7. Summer Aid Supervisor's Evaluation Form

OUTLINE OF HALF-DAY TRAINING SESSION

COURSE OBJECTIVES:

To help the supervisor understand the importance of his role.

To give the supervisor greater confidence in his ability to deal effectively with the problems of supervising disadvantaged youth.

AGENDA

8:15 - 8:25	Welcome - A positive approach
8:25 - 9:40	Background information and special problems of youthful employees
9:40 - 11:10	Workshop - Maintenance of standards of conduct and performance (Case Study (A) and (B))
11:10 - 12:25	Workshop - Skills training through - meaningful work assignments - on-the-job training

OUTLINE OF REFRESHER TRAINING SESSION

Time: Two hours

I. General Discussion of Summer Program

1. Purpose
2. Objectives

II. Lecture and Discussion on Summer Aids

1. Characteristics
2. Typical Background
3. Expectations

III. Lecture and Discussion on Role of Supervisor

1. Communication
2. Planning work assignments
3. "Selling" work assignment
4. Possible problems and solutions
5. Praise and recognition for work well done

AN OPINIONNAIRE: SUPERVISION OF DISADVANTAGED YOUTH

The purpose of this opinionnaire is to get an indication of how you feel about supervision of youth from disadvantaged backgrounds. It is not a test of your ability. You are requested to work in small groups and arrive at a group-decision on the rating to be assigned each statement. Your group may agree or disagree with the statements. You are requested to indicate the extent of your agreement or disagreement by writing the number which best expresses group consensus in the blank space to the left of the item.

1. Strongly disagree
2. Disagree
3. Uncertain
4. Agree
5. Strongly agree

_____1. Youth from disadvantaged backgrounds should be supervised in the same manner as any other employee.

_____2. Employment of the youth from disadvantaged backgrounds should be taken for just what it means and that is "to keep them off the street during the summer."

_____3. The Federal government should be more concerned about reducing costs than providing "busy work" for people who don't want to work in the first place.

_____4. The best way to deal with the problems involving the supervision of disadvantaged youths is to assign them to the least capable supervisors.

_____5. The trouble with hard-core youths is that they are unmotivated.

_____6. It would be a mistake to supervise the disadvantaged youth in any way than that which is provided for the regular employee.

_____7. If one of these youths is late for work twice in one week, he should be fired so that the others will know we mean business.

_____8. If a supervisor has ten or twelve of these youths under his supervision, it would be all right if he advanced one or two of them a few dollars until pay day.

_____9. Everyone knows that you should call in if you have to take a day off.

_____10. The first thing to do with these youths is to teach them to respect authority.

_____11. One of the expectations of the supervisor of youths from disadvantaged backgrounds is that he attempts to understand the "life styles" of these employees.

_____12. Getting the job done is the major task of the supervisor, but a very important part of this task is knowing how to relate to people.

_____13. It is not the role of the supervisor to tell these youths how to dress while in the work situation.

_____14. Orientation for youths from disadvantaged backgrounds should be the same as that given all other employees.

_____15. A particular youth is consistently fifteen minutes late for work. When questioned about his tardiness the youth indicates that the bus he catches is always late. The youth should be fired for this behavior.

_____16. It would be a gross error to think that these youths could undertake a job assignment that required use of judgment.

_____17. Ideally, the persons assigned to supervise youths from disadvantaged backgrounds should be persons who are capable of developing mutual trust between themselves and those who come under their supervision.

_____18. The supervision of youths from disadvantaged backgrounds should be perceived as an opportunity to contribute to the development of human resources.

SUPERVISOR'S ROLE

VIP IN SUMMER AID PROGRAM

- Explain relevance of job to summer aid.
- Assign work within the capabilities of each Aid. (Be sure the Aid knows exactly what is to be done.) Beware of "makework" assignments.
- Give helpful advice on how your Aid may perform his function most efficiently.
- Give instructions explicitly.
- Compliment the Aid for work well done; encourage <u>often</u>. Help the Aid whose performance is weak by positive and meaningful correction.
- Include helpful suggestions where needed.
- Provide a written outline of work for the Aid to follow.
- Be available - counseling and guidance are your principle functions.
- Encourage initiative.
- Be careful to recognize that fear is often disguised by overt hostility.
- Respect your Aid as a member of the team.

UNDERSTAND YOUR YOUNG WORKERS!

TEACH THEM! ENCOURAGE THEM! RESPECT THEM!

CHARACTERISTICS OF THE SUMMER AIDS

The young adult worker you will supervise this summer is very different from your regular employees. He will normally require closer and more understanding supervision than other workers. Don't take for granted that he will understand unspoken directions. Perhaps the key thing to remember is that if he is treated as an adult, he will more than likely respond with adult behavior.

Although this type of youngster cannot be stereotyped, there are certain characteristics of his age group and background that may be helpful to you as you work with him.

- Each one is an individual . . . each having his own hopes, abilities, and interests.
- Each one will respond to his work assignments in a different way.
- He lives in our society, but apart from it.
- He is creative, resourceful, and self-reliant.
- His mental associations are different than most youngsters his age.
- He is capable of and wants close personal relationships.
- He believes school is unrewarding and tedious.
- There has been a scarcity of adult models to pattern his beliefs from.
- He may be slow in responding to you and other workers.
- He may not have a sense of time.
- He is probably socially undeveloped and may act impulsively.
- He may appear easily discouraged.

SUPERVISOR'S CHECKLIST FOR SUMMER AIDS

Purpose. This is a list of topics that ideally should be covered in introducing the summer aid to his summer job. This orientation period, during the first week of employment is the appropriate time to start the young worker off with the right ideas about his job. The Checklist should be used as a reminder to you that you have given the summer aid important information he needs to know.

Prepare for the Employee

___Plan main area(s) of work and responsibility

___Discuss his planned work and responsibility with others

Welcome the New Employee

___Introduce him to his co-workers and explain their jobs

___Show him where he will work

___Arrange for an employee to be a "Buddy"

___Try to put him at ease

Explain the Work of the Unit

___Functions of the office

___Functions of the organization

___Explain the relationship of his job to other jobs in the office

Office Facilities

___Explain where and how to get supplies

___Show him elevators, washrooms, snack bars, etc.

Explain Rules and Regulations

Job Requirements

___Hours of work

___Performance requirements

___Lunch period

___Use of telephone

___Leave regulations

___What he should do if he must come in late, or not come to work

Instruct Him in His Job

___Full explanation of his job assignments and what he is responsible for

___Indicate to whom he can go for information and explain to whom he reports

INTRODUCING SUMMER AIDS TO THE WORLD OF WORK

FORMAL ORIENTATION

DISCUSSION TOPICS	Among those topics covered are the func ion and structure of the organization, the obligations, privileges and responsibilities of summer workers, job tasks and requirements, introduction to fellow workers, job safety and training available, transportation, awards, pay, leave, etc.
MANAGEMENT BRIEFINGS	Meetings with the top official of each major segment of the organization are scheduled for one or two hours weekly.
DISCUSSION SESSIONS	A program is held every Friday for five weeks to give summer aids a brief overview of the agency and its operations and an opportunity to discuss any questions or problems they might have concerning the organization of the agency and/or the summer program.
SKITS	Summer aids write and perform a series of skits emphasizing the role played by the agency in social welfare programs.
PANEL	A panel of second-year summer aids discusses the rules and regulations and how to "get off on the right foot."

INFORMAL ORIENTATION

PRE-EMPLOYMENT INFORMATION	Prior to entrance on duty, each Aid is mailed a form listing the name, location and room number of the office assigned to, and a description of the duties of his summer position.
GREETERS	Each new summer aid is met and welcomed by a second-year summer employee. The greeters give them maps, brief tours of the facility and a general run-down on the organization and their jobs.
ORIENTATION KITS	Orientation kits are distributed. These include information on leave, pay and pay periods, earnings and deductions, obligations as an employee, suitable behavior, and steps that may improve performance.
INFORMATION BOOK	Each Aid is given a copy of the Summer Aid Information Book which answers the most common questions about the Federal Summer Employment Program for Youth, pay, working hours and time off, counseling services, training, health needs, transportation, and other services available to the Aid.

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SAMPLES OF ORIENTATION TRAINING MATERIALS

OUTLINE OF HALF-DAY TRAINING SESSION

9:30 a.m.	"The Summer Employment Program" - Background, purpose, agency participation
	"The Evolution of the Agency, The Act, Scope of Programs, Mission, Function, and Organization"
10:30 a.m.	Coffee Break
10:45 a.m.	Film presentation - "Questions"
	"Personnel Services and Training Opportunities"
	- explanation of nature of summer appointments
	- basic concepts of Federal personnel system
	- standards of conduct - FPM-1
	- political activity
	- sick leave
	- safety on the job
	- summer training program - description of all summer activities
11:30	Adjourn

SUMMER AID INFORMATION SHEET

LEAVE AND SICK LEAVE

1. You earn one-half (1/2) day of sick leave every two weeks, that is each pay period.
2. If you are sick or are going to be late for work, contact your immediate supervisor as close to the time that your office opens as possible.
3. You earn one-half (1/2) day of annual leave every two weeks, that is each pay period.
4. You must work 90 days before using annual leave.
5. If you have a planned absence coming up, notify your supervisor at least five (5) days in advance and obtain his approval. (Such time taken off is considered leave without pay.)
6. Sick leave in excess of that which you have earned or any other type absences is considered leave without pay.

PAY AND PAY PERIODS

1. You earn $1.60 per hour.
2. If you are 18 years old or over, you may work overtime at $2.40 per hour.
3. Each hour you work overtime counts as an hour against the 700 hour limited appointment you have.

EARNINGS AND DEDUCTIONS

1. The amount of money you earn before any deductions are taken out is called your gross pay.
2. The amount of money which you have after all deductions are taken out (that amount which you actually "take home") is called your net pay.
3. At least three (3) different kinds of deductions are made from your gross pay. These are FICA (social security), Federal withholding tax, (Federal Income Tax) and local taxes.
4. FICA (social security) - the current rate that everyone pays is 4.8% of your gross pay.
5. Federal withholding tax - is a percentage based on your gross pay and the number of dependents which you claim.
6. Local tax - is a percentage based on your gross pay and the number of dependents which you claim.

YOUR OBLIGATIONS AS AN EMPLOYEE

You have an obligation:

-- to do your job well

-- to be honest

-- not to be late or absent without cause

-- to let your supervisor know in advance, or call in, if you are unable to work

You should:

-- respect the employer's property

-- cause no avoidable damage to buildings, equipment, tools, or materials

-- obey rules

-- follow your supervisor's directions

-- learn to take constructive criticism and profit from it.

Behavior that does not belong in the office:

-- Reading of newspapers and magazines at times other than coffee breaks and lunch hour

-- Sleeping, napping, and laying your head on your desk

-- Popping gum, humming, or singing

-- Socializing extensively with friends in the office

-- Horseplaying

-- Using work time on outside interests

Steps that may improve your office performance:

-- develop a sincere enthusiasm about each work assignment

-- develop self-confidence and a willingness to work

-- develop a sense of responsibility

-- develop good work attitudes

All materials included in this section have been excerpted from the "Catalog of Basic Education Systems" issued by the U.S. Civil Service Commission, Bureau of Training. Copies are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402, Price $1.50.

TITLE: THE WORLD OF WORK

PUBLISHER: Educational Resources, Inc., P. O. Box 353, Old Chelsea Station, New York, N. Y. 10011

PURPOSE: To help the trainees understand the work environment and on-the-job interpersonal relationships. The student should gain an idea of the behavior expected of him by employers, supervisors, and fellow workers and the behavior that will lead him to advance or be fired

FORMAT: A complete program contains 20 prerecorded cassettes, 24 student record booklets, and an instructor's guide. The material is sufficient for as many as 24 students. Of the 20 cassettes, 14 consist of lessons and 6 of discussions. Each cassette presents three problem situations. A TPQ 200-tape cassette player is required.

TITLE: YOUR ATTITUDE IS SHOWING PROGRAM

PUBLISHER: Science Research Associates, Inc., 259 E. Erie Street, Chicago, Ill. 60611

PURPOSE: To enable the employee to develop positive attitudes toward his work, responsibilities, supervisors, fellow employees, and customers

FORMAT: The boxed program includes a text titled "Your Attitude is Showing," a leader's guide, a color slide film, a record to accompany the slide film, and a set of 12 attitude posters. A slide-film projector is necessary to implement the program.

COUNSELING SUMMER AIDS

EDUCATIONAL COUNSELING

FILM	Aids view and discuss the film "Tomorrow is Now" which stresses the importance of staying in school in order to get a good job for the future.
STAY-IN-SCHOOL	A young supervisor leads an open discussion on the advantages of completing high school.
WORKSHOPS	Two workshops are held on "Getting Into and Paying for College" and "Transition to College."
COLLEGE ENTRANCE	Aids attend a conference on college entrance requirements conducted by officials of two nearby universities.
COLLEGE ORIENTATION	In cooperation with a local community college, a college orientation program is provided.
SEMINAR	College students who are former summer aids, organize a seminar on higher education for the Aids.
EXPOSURE CLASS	Aids are given the opportunity to enroll in an "Exposure Class" at the local university. Classes, taught by university professors, are designed to introduce the student to the particular discipline and stimulate interest in that field and in college study. Students explore psychology, biology, electronics, computer science, engineering, business administration, political science and anthropology.
FINANCIAL AID MEETING	Representatives of the State Department of Education meet with those interested in gaining information on financial aid for school attendance, and follow-up the group meetings with individualized counseling sessions.
FINANCIAL AID SOURCES	The summer staff compiles a list of sources of financial aid for needy youth who cannot afford to go to college. Such institutions as the State Higher Education Assistance Agency, the City Library, the Urban League, the Model Cities Program, and a number of colleges in and out of the local area are contacted for information and assistance.
TEST TAKING	A series of meetings is conducted to orient the youth to the techniques of taking tests. Included are individual conferences on test weaknesses, methods of improvement, strengths, practice tests, readings and discussions on career and educational plans.

VOCATIONAL COUNSELING

HOW TO GET A JOB	Role-playing sessions on Job Investigation/Application, and Job Interview and Follow-up are intended to apprise the youth of various employment opportunities and follow-up tactics, and to emphasize the proper way to take a job interview.
ENGINEERING	A seminar on engineering as a career is conducted by the engineering recruiter and an engineer. Educational requirements, job opportunities and salaries are discussed.
TEACHING	A seminar on teaching as a career is conducted by two summer staff members who are teachers during the school year. Topics discussed are need for teachers, different job opportunities, salaries, required education and training, and the pros and cons of the teaching vocation.
MECHANICS	A seminar for those interested in being mechanics is conducted by a technical education specialist from a nearby college. A slide presentation shows different areas of mechanics, and vocational trade classes offered.
APPRENTICESHIPS	The Apprenticeship Consultant to the State and a staff member of the State Department of Education show two films and stress career opportunities, detailed application procedures, and requirements for those Aids interested in the trades.
OCCUPATIONAL COUNSELOR	A summer intern acts as an occupational counselor on a part-time basis.
PANEL--COMMUNITY RESOURCES	A panel discussion on vocational opportunities is held. Participants are from the Office of Economic Opportunity, the Neighborhood Youth Corps, a university placement bureau, a university office of Mexican Affairs, the State Employment Office and the U.S. Army.
HIGH SCHOOL PRINCIPAL	A principal of a technical high school conducts sessions for Aids interested in technical fields.
VOCATIONAL EDUCATION TRAILER	A Vocational Education Trailer containing printed material and audio-visual Aids is rented and used in assisting the young people in making a career choice.
FEDERAL EXECUTIVE BOARD	The Federal Executive Board arranges for occupational information visits to both private and public employers.
PROFESSIONAL EMPLOYEES	Professional employees within the agency discuss their position with the Aids, e.g., engineer, geologist, economist, automatic data processing specialist.
FIELD TRIPS	Field trips, to local employers geared specifically for occupational information, expose Aids to previously unknown areas of employment.
INTERESTS TESTS	Aptitude and interests tests are administered and extensive post-test vocational counseling is provided.

CONSUMER COUNSELING

CONSUMER EDUCATION	A representative from the Better Business Bureau leads a group discussion on selling practices, credit buying and other information pertinent to consumers.
MONEY MANAGEMENT	A consumer education class attempts to deal with the problems of spending habits, and helps the youths develop fundamental budgetary practices in money management. The course is taught by two students who are employed under the college work-study program for the summer.
STATE ATTORNEY GENERAL	A representative from the State Attorney General's office discusses ways to cope with consumer problems, how to avoid the practices of crooked businessmen, and how to avoid being cheated in other business negotiations.
FILM	A film is shown which discusses the garnishment of wages, repossession of goods, trick contracts, slum landlords, shady credit dealers, and slick grocery operators.
GAME	Aids play a Johns Hopkins University developed game, "Consumer," which is a model of the consumer buying process involving players in the problems and economics of installment buying.
INCOME TAX	A one hour course teaches Aids how to prepare their income tax return.
LEGAL RIGHTS	In a legal rights course, patterned after a course offered in the public school system, Aids discuss criminal procedures, consumer protection, domestic relations, equal employment and other civil rights laws.
LAW STUDENT	A third-year law student on the summer staff advises Aids on how to obtain free counsel and what their legal rights are in civil and criminal affairs.

HEALTH AND SAFETY COUNSELING

MEETINGS	Safety meetings are held weekly by a Foreman or Safety Engineer.
WORK SAFETY	Half-hour films on road survey safety and the safe use of handtools are shown and handbooks such as the First Aid Guide are given to the employees.
COMMUNITY SERVICES	The Director of Community Services at the Drug Addiction Treatment and Rehabilitation Center and a former drug addict lead a discussion period with the Aids on the subject of drug addiction.
PUBLIC LIBRARY	The Public Library furnishes films and booklets on narcotics for use by the discussion group.
PUBLIC HEALTH DEPARTMENT	After showing a film, a member of the Public Health Department holds a question and answer period on venereal diseases.

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SAMPLES OF COUNSELING TRAINING MATERIALS

All materials included in this section have been excerpted from the "Catalog of Basic Education Systems" issued by the U.S. Civil Service Commission, Bureau of Training. Copies are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402, Price $1.50.

VOCATIONAL COUNSELING

TITLE: JOBS

PUBLISHER: Behavioral Research Laboratories, Ladera Professional Center, Box 577, Palo Alto, Calif. 94302

PURPOSE: To develop in minority-group trainees the attitudes and techniques needed to find a job and to teach them to evaluate their own qualifications, experience, personal attributes, and handicaps

FORMAT: A consumable, programmed textbook, "Jobs," is accompanied by a consumable supplement, "Job Book," and a teacher's manual. As students learn to solve the problems presented in the programmed text, they also learn to evaluate their own employable characteristics, prospects, and plans for employment. The teacher's manual provides suggestions for guiding group discussion.

TITLE: HELP YOURSELF TO A JOB, PARTS I, II, III

PUBLISHER: Finney Co., 3350 Gorham Ave., Minneapolis, Minn. 55426

PURPOSE: To teach disadvantaged young adults the basic information they need to apply for and hold a job. Areas of interest include the filling out of an application form, the differences between skilled, semi-skilled, and unskilled jobs, information about payrolls, employer-employee relations, and the attitudes and behavior necessary to keep a job

FORMAT: Three consumable work-textbooks containing pictures and samples of typical forms encountered in industry. Each textbook contains short descriptive sections interspersed with questions and/or drills. Vocabulary sections are given at the conclusion of each book.

TITLE: ACCENT/WORLD OF WORK

PUBLISHER: Follett Educational Corp., 1010 W. Washington Blvd., Chicago, Ill. 60607

PURPOSE: To provide an understanding of work-related personnel skills such as interviewing for a job, getting promotions, and evaluating personal job qualifications

FORMAT: A series of four consumable text-workbooks, each containing three work-related lessons. Structure of each lesson consists of a teacher-directed group discussion, a reading selection, and application exercises. Supplementary reading, writing, speaking, and discussion skills are provided through structured teacher-directed activities.

TITLE: YOUR ATTITUDE IS CHANGING

PUBLISHER: Science Research Associates Inc., 259 E. Erie Street Chicago, Ill. 60611

PURPOSE: To improve attitudes, motivation, and behavior; to prepare the student to keep and steadily progress in his job; and, to provide a guide to occupations in the service and selling fields

FORMAT: A student text with illustrations and easy-to-follow format divided into three functional units. A teacher's guide accompanies the text.

TITLE: EMPLOYMENT INFORMATION SERIES

PUBLISHER: Steck-Vaughn Co., P. O. Box 2028, Austin, Texas 78767

PURPOSE: To provide instruction on how to locate jobs, complete applications and interviews, and develop the attitudes and behavior necessary for job success

FORMAT: "How to Get a Job and Keep It" is an illustrated, consumable work-textbook providing basic job information. A teacher's manual and answer key is available for checking answers to exercises. The accompanying work-textbook, "A Job for You," features job-related reading experiences.

FINANCIAL COUNSELING

TITLE: THE CONSUMER MATHEMATICS SERIES

PUBLISHER: Behavioral Research Laboratories, Ladera Professional Center, Box 577, Palo Alto, Calif. 94302

PURPOSE: To prepare the student to manage successfully the mathematics that will occur in his personal affairs and to increase the student's awareness of the importance of continuing his education as a means of improving his earning capacity

FORMAT: A seven-book series of consumable, paperback, programmed texts dealing with skills necessary for computing lifetime earnings, household budgets, consumer buying, income tax, insurance, and investments. Each text is accompanied by test booklets and a teacher's manual. Each book in the series may be used individually.

TITLE: YOUR MONEY-GOING OR GROWING?

PUBLISHER: Finney Co., 3350 Gorham Ave., Minneapolis, Minn. 55426

PURPOSE: To prepare the student for the problems he will face in the business world as a consumer

FORMAT: A work-textbook in easy-to-read type. Included are illustrations and sample forms, such as charge-account applications. In preparing the student for money management, the book attempts to protect him from traps he may encounter as a consumer. Vocabulary-building sections on assignment pages aid the student in understanding the material he is reading.

TITLE: ACCENT/CONSUMER EDUCATION

PUBLISHER: Follett Educational Corp., 1010 W. Washington Blvd., Chicago, Ill. 60607

PURPOSE: To provide information about family budgeting, insurance, credit, investment, and legal rights

FORMAT: A series of six consumable text-workbooks and a teacher's guide containing 138 structured daily lessons dealing with major areas of family economy. Each lesson is followed by exercises or sample subject-related forms.

TITLE: ACCENT/FAMILY FINANCES

PUBLISHER: Follett Educational Corp., 1010 W. Washington Blvd. Chicago, Ill. 60607

PURPOSE: To provide information about solving such financial difficulties as budgeting, loans, taxes, and rental costs

FORMAT: A series of five consumable text-workbooks of various real-life income situations. Each booklet includes exercises that require practical application of the information given in the text. The corresponding teacher's edition for each text provides teaching suggestions and answers to exercises.

TITLE: MATHEMATICS FOR HOME AND BUSINESS

PUBLISHER: General Learning Corp., Career Advancement Programs, 753 Fairfield Ave., Bridgeport, Conn. 06604

PURPOSE: To teach mathematical skills involving areas of measurement, management of money, installment buying, and income tax

FORMAT: One self-instructional, sequentially programmed book.

TITLE: CONSUMER EDUCATION SERIES

PUBLISHER: Ginn and Co., 125 Second Ave., Waltham, Mass. 02154

PURPOSE: To improve the consumer's purchasing habits by informing him how and where to shop and how to recognize and guard against misleading advertising and selling practices

FORMAT: A series of five programmed, consumable, illustrated booklets.

TITLE: MONEY MANAGEMENT INSTITUTE

PUBLISHER: Household Finance Corp., Prudential Plaza, Chicago, Ill. 60601

PURPOSE: To assist families and individuals in the wiser use of funds and credit

FORMAT: A series of 12 money management booklets and one consumer credit booklet. Program also includes individual filmstrips and teacher's guides. A filmstrip projector is required for visual playback.

TITLE: MODERN CONSUMER EDUCATION

PUBLISHER: Grolier Educational Corp., 845 Third Ave., New York, N. Y. 10022

PURPOSE: To increase the student's awareness and knowledge of basic consumer topics. Each of the modules is concerned with one of the following categories:

1. Food, Clothing, and Shelter
2. Cars, Furniture, and Appliances
3. Protecting Family Health and Security
4. You and the Law
5. Ways to Handle Money
6. Ways to Shop

FORMAT: The program consists of 27 programmed-learning texts (two copies each), 13 cassettes, two filmstrips, 180 consumable student record books (30 each of six text modules), a set of answer key cards, a wall chart, and an instructor's manual. A cassette player is required.

TITLE: CONSUMER BUYING AND FAMILY LIVING

PUBLISHER: Steck-Vaughn Co., P. O. Box 2028, Austin, Texas 78767

PURPOSE: To improve the student's understanding of economic aspects of everyday life, including money management and consumer buying, meal planning, and selecting and caring for clothing

FORMAT: A series of five books, three of which are consumable work-textbooks.

DEVELOPING SUMMER AIDS SKILLS

ON-THE-JOB-TRAINING

OJT PLAN	An on-the-job training plan is developed by the supervisors. The plan is carried out in a manner that insures that the Aids acquire correct work habits, learn to perform simple tasks, and progress to more complex tasks and individual work assignments.
BUDDY SYSTEM	An experienced employee serves as a "buddy" to Aids, providing job instruction, guidance, and counseling. The "buddy" is selected for his interest in young people and ability to get through to them.
ROTATIONAL ASSIGNMENTS	Aids with demonstrated ability receive two or three job rotations within closely related occupations so as to gain additional skills and experience. Aids whose jobs are not related to their occupational interests are assigned, whenever possible, to a unit performing comparable work for up to two weeks of job orientation.

FORMAL TRAINING-SKILLS TRAINING

TYPING	Enrollment in a typing course is made only after supervisors agree that, upon completion of the course, the participating Aid will be given actual typing on the job.
TYPING KIT	The beginning typing class uses a kit developed by the Gregg Division of McGraw-Hill which is designed to teach typing in a vocational setting.
SHORTHAND	The shorthand course includes the beginning principles of shorthand, dictation and transcription. The intermediate and advanced students are given work assignments to improve their speed and accuracy.
SECRETARIAL SKILLS	Speakers in the basic secretarial skills course include a local telephone company representative, and the head of the stenographic and special typing section.
ALPHABETICAL FILING	Aids employed as file clerks are given the same course in Alphabetical Filing that is given to permanent employees.
TELE-TRAINER	In a telephone techniques class, a representative of the telephone company conducts a session with the use of a tele-trainer (inactive telephone). The Aids use the tele-trainers as part of a quiz to demonstrate their newly acquired knowledge.
TELEPHONE ETIQUETTE	In a telephone etiquette class, the local telephone company provides free films and a discussion leader.

ELECTRONIC ACCOUNTING MACHINE	A 40-hour Basic Electronic Accounting Machine training course gives the employees an opportunity to receive instruction in the operation of EAM equipment as well as partial qualifying experience which could help them to meet the formal training requirements for initial entry GS-2 positions as EAM operators.
TRUCK DRIVING	After attending a course on truck driving, the Aids can qualify as light delivery truck drivers.
ELECTRICITY	Aids attend a course in basic electricity and are assigned the duties of an apprentice electrician.
MATERIAL HANDLING	Aids have an opportunity to learn firsthand the mechanical operation, driver maintenance, and the safe practices and technical aspects of load handling in an agency-developed 20-hour course on the operation of material handling equipment.
PRE-APPRENTICESHIP STUDIES	Young employees interested in a trades apprentice position upon completion of high school attend a 40-hour course covering shop mathematics, blueprint reading and related subjects.
PROJECTIONISTS	Aids become licensed projectionists after attending the Projectionist School at the installation.
AUDIO-VISUAL EQUIPMENT	The operation and maintenance of audio-visual equipment is covered in a 32-hour course.
NURSING SKILLS	Ten hours of classroom instruction is provided in nursing skills. Subjects include taking temperatures, pulse, respiration, blood pressure, body intake and output, body mechanics, and the daily health care of a patient.
ENGINEERING	A 16-hour workshop is held for engineering summer aids. They are introduced to the various instruments and tools they will be using during the summer.
KEYPUNCH	Three keypunch machines are designated for the use of summer employees. A tape recorder is used to give directions for machine operation and an instructor is available at all times to answer specific questions and supervise the operation.
COMPUTER TRAINING	The computer training is designed with the assistance of a computer education specialist from a local university. The course supplies the Aids with a basic knowledge of the operations of a computer and its capabilities so that they may realistically assess their career goals.
EMPLOYEE TRAINERS	Employees of the Reproduction Shop conduct a training session on the operation and maintenance of xerox, hectograph, and other machines.
H. S. MAKE-UP COURSES	Make-up courses are offered to Aids who have failed courses the previous year in high school. Local high schools provide textbooks and grant credit. Courses are supervised and directed by three certified teachers employed as counselors.

SCHOOL ASSISTANCE	The Aids in the basic clerical skills course work with materials especially prepared by the local area technical school and are taught by a school provided instructor.
COST SHARING	Administrative and operational cost for the typing, and electronics courses is shared by the agency and the school district. In the typing course, the agency supplies the equipment and space, and the school district the two instructors. In the basic electronics course, the installation supplies the instructors and the school district the expendable supplies.
CITY EQUIPMENT	Typing training is provided on six typewriters furnished by the local city government.
HOME STUDY COURSE	Aids are given a 4 week home study course in computer systems provided by the International Business Machines Co. Students are taught the working principles of computer equipment, the uses of various computer equipment and how to prepare flow charts and sample programs.

FORMAL TRAINING-BASIC EDUCATION TRAINING

RAPID READING	Aids are enrolled in a rapid reading course offered by the training division for permanent employees.
EFFECTIVE SPEAKING	A specialist in Negro dialect problems conducts a course on speaking more effectively. Areas studied include how to organize and present a persuasive speech (each participant gives two speeches) and the fundamentals of effective discussion.
BASIC MATHEMATICS	A 24-hour programmed course "Pocketbook Series in Mathematics" is broken down into seven sections so that selective attention can be given to areas of weakness.
INTERAGENCY TRAINING COUNCIL	An interagency training council provides classroom training in communications and effective listening to Aids employed in the area.
ADULT EDUCATION DEPARTMENT	A class in Developmental Reading and English Language Skills is provided through the cooperation of the Adult Education Department of the local school district.
BOARD OF EDUCATION	Instructional materials used for the Business Arithmetic, Improved Reading, and English Usage courses are supplied by the local Board of Education.
OIC	Aids are enrolled in the evening educational program of the local Opportunities Industrialization Center.
AIDS AS TUTORS	Aids participate in a tutoring program for military patients. Aids act as tutors in basic mathematics and English to prepare patients for the GED Test for high school equivalency.

COLLEGE STUDENTS AS TUTORS	College-level students are utilized as tutors in English, mathematics, chemistry and accounting for the Aids.
TEACHING MACHINE	The English skills course utilizes a teaching machine and programmed instructional material.
PROGRAMMED INSTRUCTION	Aids enroll in a programmed instruction course in basic English which is designed to increase their skills in grammar and usage.
JOB CORPS MATERIALS	Before the commencement of the reading course, diagnostic tests developed by the Job Corps are used to determine the Aids' reading level.

TRAINING RESOURCES

PEOPLE	The variety of resource people used in training programs includes agency training staff, high school teachers and counselors, undergraduate and graduate students, interns, other full-time employees, university professors, representatives of equipment manufacturers, school district-provided teachers, summer aids, etc.
ORGANIZATIONS	Organizations that typically supply materials to be used in training programs include agencies, colleges, local governments, school districts, telephone companies, equipment manufacturers, Opportunities Industrialization Centers, Interagency Training Councils, private companies, Boards of Education, etc.

OTHER DEVELOPMENTAL ACTIVITIES

YOUTH LEADERSHIP	Aids participate in a Youth Leadership Program patterned along the lines developed by Toastmasters International. Under the guidance of the Toastmaster and Toastmistress Clubs, youths make speeches, evaluate others, learn the fine points of posture and dress, movement and mannerisms, and voice inflection and modulation.
MANAGERS OF 1980 DAY	Supervisors nominate Aids as participants in the "Managers of 1980 Day." After final selection is made by the program coordinator, the Aid counselor, the personnel officer, and the EEO officer, eleven Aids fill the top management jobs of the installation for one day. A follow-up session is conducted so that the eleven selected "managers" can share their experiences with the rest of the summer aid workforce.
SEMINAR SERIES	Aids participate in a seminar series covering a variety of topics: effects of narcotics and dangerous drugs, pollution, crime, discipline in public schools, grooming, motivation, consumer education, and youth-police relations.

FILM SERIES	A summer film series covers a wide range of topics on a weekly basis. Each film is followed by discussions on such subjects as occupational or vocational considerations, safe driving, drugs and alcohol, personal grooming and hygiene, and the American economic system.
GOALS OF GOVERNMENT	A course entitled "Goals of Government" is aimed at giving the Aids a better understanding of local, State and Federal government agencies. It features weekly guest speakers including a city councilman, an urban planner, state assemblyman, a county judge, a county welfare administrator, an economic development advisor, and police representatives.
GROUP DYNAMICS	By using lecture meetings and guided small group discussions, the youths in the "Group Dynamics" course gain insight into individual and group needs, and learn to be more effective in their inter-group relations.
RACIAL INTER-ACTION	All Aids participate in a dialogue which deals with such questions as: How do Blacks feel about being Black in a predominantly white institution? How do Whites feel about being part of an institution characterized by some as racist? The purpose of this dialogue is to encourage Aids to think and look at their own feelings regarding the issues, and to give them an opportunity to express themselves.
PLAY	The play "Ticket to Tomorrow," by the Metropolitan Life Insurance Company, is presented and directed by Aids. The play generates discussion on juvenile delinquency, conformity, independence and emotional maturity. The counselors lead the Aids through a closer examination of themselves, and their daily lives, work, skills, goals and activities, and their roles as citizens of the community.
VISITS	Youths make on-site visits to agency project areas to gain a broader understanding of agency missions.
NEWSPAPERS	The summer employees publish a newspaper which gives them an opportunity to compare notes on important facts of life, to get to know each other not as fellow workers but as friends, and to break down communication barriers.
TALENT SHOW	The Summer Aid Talent Show is coordinated by two staff members and an advisory group of several Aids. The employee recreation association sponsors the activity. Several local firms contribute merchandise as prizes and clothes to be modeled.
CULTURAL EXCHANGE	Arrangements are made for youths of different socio-economic backgrounds to exchange families for one week. This program which is sponsored by the local government is an attempt to give the students first-hand knowledge of what the "other world" is like.

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SAMPLES OF BASIC EDUCATION TRAINING MATERIALS

All materials included in this section have been excerpted from the "Catalog of Basic Education Systems" issued by the U.S. Civil Service Commission, Bureau of Training. Copies are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402, Price $1.50.

LANGUAGE SKILLS

TITLE:	LESSONS FOR SELF-INSTRUCTION IN BASIC SKILLS: ENGLISH LANGUAGE
PUBLISHER:	California Test Bureau/McGraw-Hill, Del Monte Research Park, Monterey, Calif. 93940
PURPOSE:	To provide practice in constructing sentence patterns using verbs, capitalization, and punctuation
FORMAT:	Skill booklets, 168 student record books, and a manual for teachers are packaged in a kit. Eight different programmed skill booklets are included, four at each of two levels.

TITLE:	ENGLISH LANGUAGE INSTRUCTION
PUBLISHER:	Cenco Educational Aids, 4401 W. 26th Street Chicago, Ill. 60623
PURPOSE:	To develop proficiency in conversational English through practice of pronunciation exercises and oral-pattern drills. The student with poor speaking habits should improve his ability to speak correctly upon completion of these programs
FORMAT:	The series, recorded at 3 3/4 ips on open-reel tape, consists of three individual programs: Pronunciation Exercises in English, Oral Pattern Drills in Fundamental English, and Sound Teaching of American English. A tape deck is required for playback.

TITLE:	HOW TO SERIES
PUBLISHER:	Educational Progress Corp., 8538 E. 41st Street Tulsa, Okla. 74154
PURPOSE:	To develop skills in using the dictionary, locating books in the library, studying, and speech-making equal to a 7th grade level
FORMAT:	Four individual "how to" programs recorded on ten tapes or cassettes, each accompanied by a teacher's guide that assists the instructor in establishing objectives, planning lessons, and evaluating progress. A tape deck or cassette player is required for playback.

TITLE: SPELLING IMPROVEMENT SERIES

PUBLISHER: EMC Corp., 180 Sixth Street, St. Paul, Minn. 55101

PURPOSE: To improve the student's ability to spell by concentrating on the causes of poor spelling

FORMAT: The series consist of nine cassettes (or 18 open-reel tapes), three sets of workbooks (25 to a set), and a teacher's guide. Spelling lists concentrate on problem areas of misspelled words. A tape deck or cassette player is necessary for playback. The student is given a pretest based on word meanings. After he attempts to fill in skeleton words, he listens to the lesson tape. The instructor on the tape repeats the definition, says the word, discusses the difficulty of the word, then spells it.

TITLE: SPELLING AND ENGLISH USAGE

PUBLISHER: General Learning Corp., Career Advancement Programs, 753 Fairfield Avenue, Bridgeport, Conn. 06604

PURPOSE: In the spelling program, student learns consistent rules of spelling patterns including word endings, single and double consonants, hyphenated words, plurals, contractions, and "ie-ei" rules. In the English usage program, student learns grammatical rules, including parts of speech, sentence construction, punctuation, and capitalization

FORMAT: A total of seven consumable, self-instructional, sequentially programmed books containing a mastery test. Two books deal with spelling, five books with English usage. Answer keys accompany each book.

TITLE: TROUBLESHOOTER

PUBLISHER: Houghton Mifflin Co., 110 Tremont Street
Boston, Mass. 02107

PURPOSE: To provide specific remedial work in spelling, word building, sentence structure, punctuation, and standard English. Upon successful completion of program, student should have achieved a 7.0 grade level in these skills

FORMAT: Seven student workbooks, a teacher's annotated edition for each workbook, and an answer book for the class.

TITLE: COMP-PACK

PUBLISHER: Walker Educational Book Corp., 720 Fifth Avenue
New York, N. Y. 10019

PURPOSE: To learn how to order thoughts and write clear, concise, well-organized compositions. Writing skill should be brought to a 9.0 grade level

FORMAT: The program consists of 13 Visuals (overlays) for use with the overhead projector, a visual Clip to hold Visuals for projection, 23 Duplicating Masters to provide students with review and practice materials on each lesson, and a teacher's manual.

MATHEMATICS

TITLE: A.S.M.D. PROGRAMMED SERIES

PUBLISHER: Addison-Wesley Publishing Co., Inc. 2727 Sand Hill Rd., Menlo Park, Calif. 94025

PURPOSE: To give instruction in the basic computational skills: addition, subtraction, multiplication, and division of whole numbers .

FORMAT: Four short, consumable, programmed texts and a teacher's manual. Each text deals with one of the whole-number operations. The teacher's manual contains eight tests, two for each student text.

TITLE: SULLIVAN BASAL MATHEMATICS

PUBLISHER: Behavioral Research Laboratories, Ladera Professional Center, Box 577, Palo Alto, Calif. 94302

PURPOSE: To teach the fundamentals of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals through a 6.0 grade level

FORMAT: Thirty-seven paperback, consumable, programmed texts, with placement examination, final examination booklet, teacher's record book, and student's record book.

TITLE: SULLIVAN MATHEMATICS LABORATORY

PUBLISHER: California Test Bureau/McGraw-Hill, Del Monte Research Park, Monterey, Calif. 93940

PURPOSE: Student should achieve mastery of basic computational skills of addition, subtraction, multiplication, and division

FORMAT: The Arithmetic Fundamentals Kit contains 20 programmed Skill Booklets, four at each of five different levels. Additional copies of the same booklets are also in the kit. There are 240 student record sheets and one manual for teachers. In addition to the boxed assortment, placement tests called LSI Locators are available. These tests help the teacher decide at which level of the skill booklets the student should begin.

TITLE: LESSONS FOR SELF-INSTRUCTION IN BASIC SKILLS: ARITHMETIC FUNDAMENTALS

PUBLISHER: California Test Bureau/McGraw-Hill, Del Monte Research Park, Monterey, Calif. 93940

PURPOSE: Student should achieve mastery of basic computational skills of addition, subtraction, multiplication, and division

FORMAT: The Arithmetic Fundamentals Kit contains 20 programmed Skill Booklets, four at each of five different levels. Additional copies of the same booklets are also in the kit. There are 240 student record sheets and one manual for teachers. In addition to the boxed assortment, placement tests called LSI .ocators are available. These tests help the teacher decide at which level of the skill booklets the student should begin.

TITLE: INDEPENDENT LEARNING SERIES

PUBLISHER: Charles E. Merrill Publishing Co., 1300 Alum Creek Drive, Columbus, Ohio 43216

PURPOSE: To develop to an 8.0 grade level a conceptual understanding of measurements, an additive method of subtraction, the decimal point in division, the use of the slide rule, probability, and basic statistics

FORMAT: Five different consumable skill booklets. Exercises, review questions, and answers are in each booklet.

TITLE: MATH LEARNING CENTER

PUBLISHER: Encyclopedia Britannica Education Corp., 425 N Michigan Avenue, Chicago, Ill. 60611

PURPOSE: To provide individualized instruction in these skill areas (alphabetically): addition, algebraic expressions, bases, decimals, division, equations, exponents, factors, fractions, geometry, graphing, inequalities, measurements, multiplication, numerical systems, percent, ratio, subtraction, sets, and word problems. Student achieves a 7.0 grade level in these skills

FORMAT: Series provides instruction in nine subject areas and contains a total of 206 books, including six teacher's manuals.

TITLE: THE THEORY OF NUMBERS

PUBLISHER: General Learning Corp., Career Advancement Programs, 753 Fairfield Avenue, Bridgeport, Conn. 06604

PURPOSE: To master basic computational skills: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents

FORMAT: Four self-instructional, sequentially programmed books, each containing a mastery test. Answer keys and a mask accompany each book.

TITLE: COMPUTATIONAL SKILLS DEVELOPMENT KIT

PUBLISHER: Science Research Associates Inc., 259 E. Erie Street, Chicago, Ill. 60611

PURPOSE: To provide supplementary practice in the computational skills of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percentages

FORMAT: The kit contains 30 copies of 16 diagnostic tests, 397 copies of 165 exercise cards, 16 reference cards, a teacher's guide, and one student record book.

READING

TITLE: ENGLISH AS A SECOND LANGUAGE SERIES

PUBLISHER: Steck-Vaughn Co., P. O. Box 2028, Austin, Tex. 78767

PURPOSE: To teach educationally deprived adults the basic reading skills through a 3.0 grade level

FORMAT: A series of seven consumable work-textbooks. Three of these are prepared especially for Spanish-speaking adults learning English as a second language. Answer keys and teacher's manuals are provided with most of the books.

TITLE: SULLIVAN READING PROGRAM

PUBLISHER: Behavioral Research Laboratories, Ladera Professional Center, Box 577, Palo Alto, Calif. 94302

PURPOSE: Development of spelling, reading-decoding, and reading comprehension skills from 0.0 to 8.0 grade levels

FORMAT: Twenty-one paperbound reusable textbooks divided into five different series, 28 independent reading books (available in either hard or soft cover), five test booklets, and five teacher's manuals. Programmed textbooks 1-16 are accompanied by 16 audio tapes. Ten audio tapes accompany the readers. In addition, a Class Record Book is available in which the teacher can maintain progress records for up to 40 students.

TITLE: THE HIGH SCHOOL AND ADULT BASIC READING LABORATORY B

PUBLISHER: Behavioral Research Laboratories, Ladera Professional Center, Box 577, Palo Alto, Calif. 94302

PURPOSE: To develop reading-decoding and comprehension skills to an 8.0 grade level

FORMAT: A series of programmed, consumable, paperbound textbooks, supplementary readers based on vocabulary learned in the texts, consumable test booklets, teacher's manuals, 16 tapes to accompany the first 16 texts, 14 tapes to accompany the supplementary readers, and four reading-readiness tests. This package is designed for 100 students.

TITLE: LESSONS FOR SELF-INSTRUCTION IN BASIC SKILLS: READING COMPREHENSION

PUBLISHER: California Test Bureau/McGraw-Hill, Del Monte Research Park, Monterey, Calif. 93940

PURPOSE: Student should attain junior-high reading level in following directions, reference skills, and interpretive reading

FORMAT: Thirty-six skill booklets, 196 student record sheets, and one manual for teachers. There are 16 different programmed skill booklets, four at each of four different levels. The student uses the student record sheet for keeping his place, plotting his progress, and writing original answers when necessary.

TITLE: PRE-HIGH SCHOOL READING SPEED IMPROVEMENT PROGRAM

PUBLISHER: Cenco Educational Aids, 4401 W. 26th Street, Chicago, Ill. 60623

PURPOSE: To increase a student's vocabulary by 1,000 words and to improve reading speed from 150 to 450 words per minute. By concentrating on improving reading habits, the program increases student's reading ability from 5.1 to 9.2 grade level

FORMAT: An individual student Reader Pacer, eight lesson rolls, a student workbook, and a teacher's guide. Blank lesson rolls are available for writing original programs. The workbook, consisting of word-building and comprehension tests, includes complete exercise sets for each lesson roll. Each set is further divided into exercises for each story. The word-building exercises list "key words" with instructions to look in the dictionary for correct definition, pronunciation, and use.

TITLE: BUILDING READING POWER

PUBLISHER: Charles E. Merrill Publishing Co., 1300 Alum Creek Drive, Columbus, Ohio 43216

PURPOSE: To increase reading comprehension skills to a 7.0 grade level through instruction in reading comprehension, structural analysis of words, and use of contextual clues in defining words

FORMAT: Each complete kit includes five copies of the following items: 15 different reusable programmed Study Booklets, 150 Response Sheets, five Masking Sheets, and one teacher's manual. Concepts in each of the three major skill areas become more difficult with each level. The program offers eight levels of contextual clues, two levels of structural analysis, and five levels of comprehension.

TITLE: NEW MODERN READING SKILL TEXT SERIES

PUBLISHER: Charles E. Merrill Publishing Co., 1300 Alum Creek Drive, Columbus, Ohio 43216

PURPOSE: To develop through a 9.0 grade level both word comprehension and structure; to develop the ability to recall facts, to analyze and draw conclusions, and to organize ideas

FORMAT: Three student text-workbooks and three teacher's editions of the student text. Each student text contains 36 to 42 articles, which are followed by exercises. The teacher's edition contains placement and achievement tests, answers to the exercises, and teaching suggestions. A series of instructional cassettes is available for each skilltext, 18 for Book 1, 16 for Book 2, and 17 for Book 3.

TITLE: READING DEVELOPMENT SERIES

PUBLISHER: EMC Corp., 180 Sixth Street, St. Paul, Minn. 55101

PURPOSE: To encourage the student to read and to develop the ability to read effectively

FORMAT: Series is divided into six units and consists of 18 cassettes (or 36 open-reel tapes), six sets of consumable workbooks (25 to a set), and six teacher's guides. A tape deck or cassette player is necessary for playback. Basic reading difficulties are classified on the tapes so the student can begin exactly where he needs help and proceed at his own rate.

TITLE: ESSENTIAL EDUCATIONAL SKILLS PROGRAM: SKILLFUL READING

PUBLISHER: General Learning Corp., Career Advancement Programs, 753 Fairfield Avenue, Bridgeport, Conn. 06604

PURPOSE: To give the student an understanding of a variety of text materials by developing his vocabulary, word-analysis, and comprehension skills

FORMAT: Three consumable, programmed, self-instructional books, each containing three or four lessons with a course mastery test. Answer keys accompany the program.

TITLE: ENGLISH FOR THE SPANISH-SPEAKING

PUBLISHER: Grolier Educational Corp., 845 Third Avenue, New York, N. Y. 10022

PURPOSE: To offer Spanish-speaking persons a practical course in the everyday reading and use of the English language. In so doing, the student achieves the equivalent of a 3rd-grade reading ability in English

FORMAT: The program is available in programmed text or teaching-machine format. The text, which is in two parts and contains a total of 410 pages, is divided into 1236 frames for programmed instruction. Space is provided for the student to write his own answers. Two 7" records are included. The MIN/MAX machine is required for use with the teaching-machine format.

TITLE: IMPERIAL INTERNATIONAL READING PROGRAM

PUBLISHER: Imperial International Learning, Box 548, Rt. 54 South, Kankakee, Ill. 60901

PURPOSE: To motivate the student and help him develop important comprehension and word-analysis skills through individualized instruction. Student's reading ability should progress at least two grade levels

FORMAT: A multimedia learning program containing eight units of five lessons each. Each lesson consists of a tape, a four-page story card, and activity pages in a consumable student response book. The tape guides the reader through a variety of reading activities in the correlated story card and activity book. The program includes a teacher's guide with story summaries, answers for the workbook, and follow-up exercises.

TITLE: IMPERIAL JUNIOR HIGH SCHOOL AURAL READING LAB

PUBLISHER: Imperial International Learning, Box 548, Rt. 54 South Kankakee, Ill. 60901

PURPOSE: To develop basic reading and vocabulary skills through use of a multimedia approach. The program concentrates on phonetics, word analysis and comprehension, and reading rate. Reading speed increases from 99 wpm to 256 wpm

FORMAT: Forty tapes (one for each lesson), 40 four-page story cards, and a 42-page student workbook that includes a progress chart. Each lesson contains, in addition to the prerecorded tape, a story card with a response page. The teacher's manual contains a brief description and the purpose of each lesson, questions and answers, and follow-up suggestions.

TITLE:	PROGRAMMED READING FOR ADULTS
PUBLISHER:	McGraw-Hill Book Co., 330 W. 42nd Street, New York, N. Y. 10036
PURPOSE:	To develop basic reading skills to a 6.0 grade level
FORMAT:	Consists of eight consumable texts, a placement test, three teacher's manuals, one sound-symbol booklet, one set of alphabet cards, one set of word cards, and one booklet of achievement tests.

TITLE:	READER'S DIGEST READINGS
PUBLISHER:	Reader's Digest Services, Inc., Pleasantville, N. Y. 10570
PURPOSE:	To improve reading vocabulary and comprehension of persons studying English as a second language. The series is designed to increase students vocabulary to 1,500 words
FORMAT:	A series of six consumable 144-page books. Each book is illustrated and features a footnote definition of each new word that is introduced. A glossary is also included. Each new word is introduced in heavy type, defined in the footnote, and often depicted by illustration.

TITLE:	DIMENSIONS IN READING SERIES: WE ARE BLACK
PUBLISHER:	Science Research Associates Inc., 259 E. Erie Street, Chicago, Ill. 60611
PURPOSE:	To increase reading comprehension and vocabulary development to a 5.0 grade level, to motivate interest in reading, and to develop awareness of black people's heritage
FORMAT:	The program, packaged in one kit, consists of 120 four-page Reading Selections, 120 Skill Cards, 40 Key Booklets, 40 Student Books and one Teacher's Handbook. The selections are grouped in six progressive levels of reading difficulty. The reading selections deal with contributions of famous and unknown, modern and historical, American and non-American black people. The student reads each selection and completes the vocabulary and comprehension exercises found on the Skill Cards.

TITLE:	TACTICS IN READING I, II, and III
PUBLISHER:	Scott, Foresman and Co., 1900 E. Lake Avenue Glenview, Ill. 60025
PURPOSE:	To develop a 9.0 grade reading level by concentrating on practice exercises in specific reading skills

INTRODUCING COLLEGE YOUTH TO THE ORGANIZATION

DISCUSSION TOPICS	Among those topics covered are function and structure of the organization, obligations, privileges and responsibilities of summer workers, job tasks and requirements, pay, leave, security, training available, job safety, awards, and transportation.
SEMINAR-- CASE STUDY	A summer seminar series features a case study of a community. Discussion centers around who in the community is served by the agency and the effectiveness of such service.
SEMINAR--REPORTS	The program is designed to gain summer student inputs on methods for improving communications between students in general and the agency. Students meet once a week and discuss such issues as Student-Government Relations, Student Power, and Student-Institutional Relations. At the end of the summer, they submit reports to the agency's "Task Force on Student and Youth Affairs."
SEMINAR--TOUR	Students participate in an all day seminar which attempts to give them a greater awareness and appreciation of how the agency operates and to stimulate interest in careers available in the agency. The program includes a panel discussion on the agency mission and functions of specific components followed by a question and answer period, and a tour of a nearby facility.
SEMINAR-- STUDENT PLANNING	Seminar sessions are planned by summer students. Sessions feature lectures by top management staff in administrative areas and are designed so that students can gain a broad overall understanding of the administration of a large Governmental research and development center.
TASK FORCE	College students serve on a task force to study agency policies and practices as they relate to college and university science students, and issue a report of findings and recommendations for improvement.

DEVELOPING COLLEGE YOUTH SKILLS

SEMINARS-- PROBLEM SOLVING	Under the guidance of a student-staffed Central Task Force and the program coordinator, students form several issue-oriented seminar groups. Each group prepares a detailed report on its research and recommendations for solution to the problems they investigate.
SEMINARS	The seminar program organized and arranged by college students is held once a week during lunch and discussions center on such topics as Government management, legislative process, etc.
SEMINAR--TOURS	Students identify specific technical subject areas that they are interested in exploring in some depth. Students conduct the seminars which are usually followed by a tour of the facility most closely related with the content of a particular seminar.
LECTURE SERIES	Science and engineering students participate in a lecture series designed to relate classroom theories to current space age problems.
VISITS	Students attend congressional committee hearings and a session of the Supreme Court as part of their group investigation of the inter-relations of the various branches of the Federal Government.
RESEARCH	Students are granted one afternoon a week to pursue research topics of special interest both to themselves and the bureaus in which they work.

RECOGNIZING AND REWARDING SUMMER EMPLOYEES

YOUTH OF THE WEEK	Selections for the "Youth of the Week Award" are made from nominations submitted by various organizational elements based on evaluation of performance of young employees. The head of the agency presents the summer employee with a certificate of commendation.
YOUTH OF THE MONTH-SUMMER	A means for spotlighting the outstanding work performed by youth is the "Youth of the Month Award." The winner receives a $25 cash award contributed by the local union, a commendation certificate, a photo of the award presentation, and is considered for a $50 "Youth of the Summer Award."
SUPERVISOR OF THE SUMMER	The "Supervisor of the Summer" award recognizes outstanding orientation, training on-the-job, counseling, and high rates of productivity of summer employees. The award consists of $100 cash and a commendation certificate.
SCHOLARSHIPS	Two Aids receive full tuition scholarships for their outstanding achievement in the Pre-College Orientation Program sponsored by a local community college. The Federal Business Association awards two partial college scholarships to summer aids. Participating agencies nominate talented summer workers who are high school graduates for a $400 scholarship presented by the local Federal Personnel Council.
ESSAY CONTEST	The winner of an essay contest on "My Summer Experience" receives an award from one of the U.S. Senators of the state.
TRAINING CERTIFICATES	Youths who have successfully completed the formalized training program are presented with certificates during the end of the summer awards ceremony.
ZERO DEFECTS	Several Aids receive "Zero Defects" awards for quality workmanship or error-cause removal proposals.
BEST IDEA	The youth who submits the best suggestion for the improvement of the summer program receives a $25 award from the Employee Welfare Association.
SELECTION FOR AWARDS	To identify employees for special cash awards, a system of work performance evaluation is devised. The supervisors evaluate the summer employees on such things as job responsibility, punctuality, ability to work with others, and productivity. Youth having consistent outstanding evaluations are interviewed, along with their supervisors, by a special committee which makes the final selections for the "Outstanding Youth Performance" award. The $10 awards are presented to 10 young employees at the end of the summer.

APPENDICES

BIBLIOGRAPHY OF PUBLICATIONS

This is an alphabetical list by subject matter area of books and other publications which agencies have used in training and development programs. Title, publisher and address of publisher are listed. Descriptions and authors have been included when available. The list is not complete, but includes representative materials available. Local libraries, school systems, consultants, and businesses can provide information other materials which can be used effectively.

TRAINING OF SUPERVISORS

Breakthrough for Disadvantaged Youths, U.S. Manpower Administration, DOL Studies of MDTA projects designed to test new ideas for helping seriously disadvantaged people to become workers. Superintendent of Documents, GPO, Washington, D. C. 20401

"Communicating with Young Workers," Supervisory Management, May 1967, John S. Morgan. American Management Association, 135 West 50th Street, New York, N. Y. 10020

Evaluating Employee Performance, Lopez.
Public Personnel Association, 1313 E. 60th Street, Chicago, Illinois

Guidelines for Guidance, Carlton E. Beck.
Wm. C. Brown Co., Publishers, 135 South Locust,
Dubuque, Iowa 52001

Low-Income Lifestyles, Lola Irelan.
Examines social and economic conditions pertinent to the lives of many summer aids.
Department of Health, Education and Welfare
Washington, D. C.

Managing the Young Adults, John S. Morgan.
American Management Association, Inc., 135 West 50th Street,
New York, N. Y. 10020

The Psychology of Counseling, Clyde Narramore.
Zondervan Publishing House, 1415 Lake Drive, SE.
Grand Rapids, Michigan 49506

Senior Manual for Group Leadership, Henry M. Robert.
Appleton-Century-Crofts, 440 Park Avenue South
New York, N. Y. 10016

Supervision, A Social Process, William H. Burton and Leon Bureckner.
Appleton-Century-Crofts, 440 Park Avenue South
New York, N. Y. 10016

The Supervisor as an Instructor, Martin M. Broadwell.
This practical guide for developing teaching techniques is aimed at effective results, analytical questions, measurements for teaching efforts, and awareness of problems affecting learning.
Addison-Wesley Publishing Company, Inc., Reading, Massachusetts 01867

The Uncritical Inference Test (Test Your Judgment).
Nation's Business, 1615 H Street, NW.
Washington, D. C. 20006

Your Attitude is Showing, Elwood M. Chapman.
Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Youth: Change and Challenge, Erik Erikson.
H. W. Wilson Company
950 University Avenue
Bronx, N. Y. 10452

The Youth You Supervise, U.S. Bureau of Labor Standards.
A short pamphlet of use to counselors in orienting youth supervisors to the problems and needs of the young workers.
Superintendent of Documents, U.S. Government Printing Office
Washington, D. C. 20401

TRAINING OF YOUTH

Clerical Skills Development

Advanced Typing.
Simon and Schuster, Inc., 630 Fifth Avenue, New York, N. Y. 10020

Applied Secretarial Practice.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

Building Language Power, Paul Gastwirth and Bernard Tauss.
Charles E. Merrill Publishing Company
1300 Alum Creek Drive, Columbus, Ohio 43216

Business Typing: A Blue Book.
Simon and Schuster, Inc.
630 Fifth Avenue, New York, N. Y. 10020

College Typewriting, D. C. Lessenberry and S. J. Wanous.
South-Western Publishing Company
5101 Madison Road, Cincinnati, Ohio 45227

Common Words, David H. Batton, Eleanor M. Johnson, and George Turner.
Charles E. Merrill Publishing Company
1300 Alum Creek Drive, Columbus, Ohio 43216

Effective Listening.
Basic Systems, Inc.
880 3rd Avenue, New York, N. Y. 10022

English Essentials, Jewel Varnado.
Steck-Vaughn Company
P.O. Box 2028, Austin, Texas 78767

English Exercises, James Griffith and Hugh A. C. Walker.
Charles E. Merrill Publishing Company
1300 Alum Creek Drive, Columbus, Ohio 43216

English for Today, William R. Slager.
McGraw-Hill Book and Education Services Group
300 West 42nd Street, New York, N. Y. 10036

Enjoying English, Don M. Wolf, Josie Lewis, and Lela T. Hamilton
L. W. Singer Company, Chicago, Illinois

English Grammar, A Summary Review, Tanner, Vittetoe, and Shutes.
Addison-Wesley Publishing Company, Inc.
Reading, Massachusetts 01867

Fundamentals of Grammar.
Kenneth Publishing Company
Chicago, Illinois

General Office Practice, Archer, Becker, and Frakes.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

Grammar for English Sentences, Marshall L. Brown and Elmer C. White.
Charles E. Merrill Publishing Company
1300 Alum Creek Drive, Columbus, Ohio 43216

Gregg Shorthand Functional Method, Louis A. Leslie and Charles E. Zoubek.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

Gregg Shorthand Kit 2, Henry J. Boer, Louis A. Leslie, and Charles E. Zoubek.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

Gregg Typing Kit 1, Henry J. Boer, Louis A. Leslie, and Charles E. Zoubek.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

Gregg Vocational Office Typing, J. L. Rowe, A. C. Lloyd, and F. E. Winger.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

How To Be a Super-Secretary, Remington, Inc.
A fair little pamphlet on office procedure and attitude.
Sperry Rand Corp., 1625 I Street, NW., Washington, D. C. 20006

How to Succeed in Business by Telephone.
American Telephone and Telegraph Company
20055 L Street, NW., Washington, D. C.

Keys to Good English, Rugh, Rogers, and Stewart.
The Economy Company
Oklahoma City, Oklahoma

Key to Practice Book for Words and Ideas, Thomas C. Pollock and Robert W. Rounds.
The Macmillan Company
866 Third Avenue, New York, N. Y. 10022

Language Book Four, Annie Laurie McDonald.
Steck-Vaughn Company
P.O. Box 2028, Austin, Texas 78767

Language Is You, Fred T. Elliot.
Harr Wagner Publishing Company
San Francisco, California

Language Rhetoric, Albert R. Kitzhaber.
Holt, Reinhart and Winston, Inc.
383 Madison Avenue, New York, N. Y. 10017

Learning and Writing English, M. L. Robertson.
Steck-Vaughn Company
P.O. Box 2028, Austin, Texas 78767

Learning Your Language / Two, Harold L. Herber and Florence Nolt
Follett Educational Corporation
1010 W. Washington Boulevard, Chicago, Illinois 60607

Listening Is a Ten Part Skill.
Enterprise Publications
20 North Wacker Drive, Chicago, Illinois 60601

Magnetic Patterns of the English Language, Wynn Baster.
Veritas Publications
P.O. Box 52, Pasadena, California

Modern Basic Typewriting, Scott, Hamilton, Hertzfeld.
Pitman Publishing Corporation
6 East 43rd Street, New York, N. Y. 10017

Personal and Professional Typing, S. T. Wanous.
South-Western Publishing Company
5101 Madison Road, Cincinnati, Ohio 45227

Structure of Sentences, Norman L. Haider.
Holt, Reinhart and Winston, Inc.
383 Madison Avenue, New York, N. Y. 10017

The Successful Secretary.
Royal Typewriter Company, Division of Litton Industries
1700 Wisconsin Avenue, NW., Washington, D. C. 20007

Teletraining for Business Studies.
Teacher's supplement which provides role-playing activities.
American Telephone and Telegraph Company
2055 L Street, NW., Washington, D. C.

Twentieth Century Typewriting, Erickson, Lawrence, and Lessenberry.
South-Western Publishing Company
5101 Madison Road, Cincinnati, Ohio 45227.

Typing for Beginners.
Simon and Schuster, Inc.
630 Fifth Avenue, New York, N. Y. 10020

Your Telephone Personality.
A short pamphlet on telephone courtesy and office procedure.
Pacific Telephone Company
140 New Montgomery Street, San Francisco, California 94105

Word Power Made Easy, Norman Lewis.
Doubleday and Company, Inc.
Garden City, N. Y. 11530

Mathematic Skills Development

Arithmetic Clear and Simple, Jilio A. Mire.
Barnes and Noble, Inc.
105 Fifth Avenue, New York, N. Y. 10003

Arithmetic for Distribution.
University of Texas, Department of Education
Austin, Texas

Arithmetic the Easy Way, Gilbert F. Livingston.
How to speed your figuring with the help of geometry; how to work with fractions, decimals and percentages, etc.
Cambridge Book Company, Inc.
45 Kraft Avenue, Bronxville, New York

General Mathematics, Lucien B. Kinney, Vincent Ruble, and Gerald Brown.
Holt, Reinhart and Winston, Inc.
383 Madison Avenue, New York, N. Y. 10017

Mathematics, David G. Salten and Robert W. Dever.
Cambridge Book Company, Inc.
45 Kraft Avenue, Bronxville, New York

Mathematics Made Simple, Abraham Sterling and Monroe Stuart.
Doubleday and Company, Inc.
Garden City, New York 11530

Science Research Associates Computational Skills Development Kit.
The math kits dealt with skills ranging from simple addition and subtraction to computations with percentages.
Science Research Associates, Inc.
20 Community Place, Morristown, New Jersey

Communication Skills Development

Advanced Skills in Reading, Book I, Jacob Gainburg.
The Macmillan Company
866 Third Avenue, New York, N. Y. 10022

The Art of Speaking, E. F. Elson and Alberta Peck.
Ginn and Company, Xerox Education Group
Statler Building, Back Bay P.O. 191, Boston, Mass. 02117

Basic Dictionary of American English.
Holt, Reinhart and Winston, Inc.
383 Madison Avenue, New York, N. Y. 10017

English Fundamentals, Don W. Emery and John M. Kerzek.
The Macmillan Company
866 Third Avenue, New York, N. Y. 10022

English Review Manual, James R. McGowan.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

Guiding the Reading Program, A Reading Consultant's Handbook, H. Alan Robinson and Sidney J. Rauch.
Science Research Associates, Inc.
259 East Erie Street, Chicago, Illinois 60611

How to Become a Better Reader, Paul Witty.
Science Research Associates, Inc.
259 East Erie Street, Chicago, Illinois 60611

Increase Your Vocabulary.
Cambridge Book Company
45 Kraft Avenue, Bronxville, New York

McCall-Smith Test Lessons in Reading.
Columbia University, Teachers College, Teachers College Press
1234 Amsterdam Avenue, New York, N. Y. 10027

Power and Speed in Reading, Doris W. Gilbert.
Prentice-Hall, Inc.
Englewood Cliffs, New Jersey 07632

Practical English Magazine, Scholastic Magazines, Inc.
Time-Life Books, A Division of Time, Inc.
Time and Life Building, Rockefeller Center, New York, N. Y. 10020

Programmed Grammar, M. W. Sullivan.
Parts of speech and sentence patterns.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

Reading Development Kits: A, B, C.
The kits covered reading levels from first to tenth grade.
Addison-Wesley Publishing Company, Inc.
Reading, Massachusetts 01867

Reading for Meaning, Guilder and Coleman.
J. B. Lippincott Company
East Washington Square, Philadelphia, Pa. 19105

Reading Improvement, AF Manual 50-22.
Department of the Air Force
Washington, D. C. 20330

Education Counseling

Adult Basic Education Test Guide, California Test Bureau.
California Test Bureau, Sacramento, California

Career Information in Counseling and Teaching, Lee E. Issacson.
Allyn and Bacon, Inc.
470 Atlantic Avenue, Boston, Mass. 02210

Facing Facts about Your College Career.
Prudential Insurance Company of America
Newark, New Jersey 07102

Financial Aid for Higher Education, Division of Student Financial Aid.
U.S. Office of Education, Washington, D. C. 20202

Guys and Gals Who Get Ahead Tomorrow Stay in School Today.
Superintendent of Documents, Government Printing Office, Washington, D. C.

High School Equivalency Diploma Tests, David R. Turner.
ARCO Publishing Company, Inc.
219 Park Avenue South, New York, N. Y. 10003

How to Pass High School Equivalency Examinations.
Cowles Book Company, Inc.
488 Madison Avenue, New York, N. Y. 10022

Health and Safety Counseling

Aids to Safety.
U.S. Department of Labor
Washington, D. C. 20210

Glue Sniffing, Lindsay M. Curtis, M.D.
This publication is an information sheet.
Department of the Navy, Bureau of Naval Personnel (PERS-C431)
Washington, D. C.

A Guide to Some Drugs Which Are Subject to Abuse.
The guide lists illicit drugs and legitimate drugs and indicates how drug abusers may be spotted.
The American Social Health Association
New York, New York

Housekeeping Manual for Health Care Facilities.
American Hospital Association
1 Farragut Square South, Washington, D. C.

Let's Talk About Goofballs and Pep Pills, Lindsay M. Curtis, M.D.
This publication is an information sheet.
Department of the Navy, Bureau of Naval Personnel (PERS-C431)
Washington, D. C.

LSD - Trip or Trap, Lindsay M. Curtis, M.D.
This is an information sheet.
Department of the Navy, Bureau of Naval Personnel (PERS-C431)
Washington, D. C.

Narcotics.
Provides typical questions concerning narcotics with professional answers.
Department of Health, Education and Welfare, Public Health Service
Washington, D. C.

Parents Guide to Marijuana.
This pamphlet provided helpful information concerning marijuana for parents.
Western Electric Company, PR Department
228 Schilling Circle, Cockeysville, Md. 21030

Plain Talk about Venereal Disease and Facts about Syphilis and Gonorrhea.
New York City Health Department
125 Worth Street, New York, N. Y. 10013

Vocational Counseling

Abstracts of Dociological Literature on Occupations.
U.S. Department of Labor, Manpower Administration
Washington, D. C.

Adjusting to the World of Work: The Problems of Disadvantaged Youths.
U.S. Department of Labor
Washington, D. C.

All Aboard . . . For Health Careers.
United Health Services
Philadelphia, Pennsylvania

Attention Job Seekers.
Council for Equal Opportunity
Bell Telephone Company of Pennsylvania
1 Parkway Street, Philadelphia, Pa. 19101

Can I Get A Job?
General Motors, Public Relations Staff
Detroit, Michigan 48202

Career In Crafts.
International Association of Machinists and Aerospace Workers
1300 Connecticut Avenue, NW., Washington, D. C.

Career Opportunities.
New York Life Insurance Company
51 Madison Avenue, New York, N. Y. 10010

Careers in Communications.
Michigan Bell Telephone Company
1365 Cass Street, Detroit, Michigan 48226

Choosing Your Occupation.
U.S. Department of Labor
Washington, D. C. 20210

Do You Want a Job?
Superintendent of Documents, U.S. Government Printing Office
Washington, D. C. 20402

Facing Facts About Career Opportunities for the High School Graduate.
Prudential Insurance Company of America
Newark, New Jersey 07102

Facing Facts About Choosing Your Life's Work.
Prudential Insurance Company of America
Newark, New Jersey 07102

Finding Summer Employment.
Vocational Guidance Service, School District of Philadelphia
Philadelphia, Pennsylvania

How to Get and Hold the Right Job.
U. S. Department of Labor
Washington, D. C. 20210

How to Prepare for Job Interview.
U.S. Department of Labor
Washington, D. C. 20210

Job Briefs.
U.S. Civil Service Commission
Washington, D. C. 20415

Job Guide for Young Workers.
U.S. Department of Labor
Washington, D. C. 20210

Making the Most of Your Job Interview.
New York Life Insurance Company
51 Madison Avenue, New York, N. Y. 10010

A Man's Guide to Business and Social Success, Barry James.
Milady Publishing Company
3839 White Plains Road, Bronx, New Jersey

Occupational Outlook Handbook.
Used for a trainee occupational study project.
Superintendent of Documents, U.S. Government Printing Office
Washington, D. C. 20402

Opportunities for Graduates.
Vocational Guidance Service, School District of Philadelphia
Philadelphia, Pennsylvania

"Public Service Careers," Manpower Administration Pamphlet Series.
U.S. Department of Labor
Washington, D. C. 20210

So You Want That Job?, Virginia Employment Commission
Virginia Employment Commission Printing Office
Richmond, Virginia 22319

Start Your Career With Apprenticeship.
Apprenticeship Information Center, U.S. Employment Service
201 - 6th Street, NW., Room 329, Washington, D. C. 20210

Steps Toward Employment.
Chesapeake and Potomac Telephone Company
725 - 13th Street, NW., Washington, D. C. 20005

Thinking about Your First Job.
U.S. Civil Service Commission
Washington, D. C. 20415

"Work Incentive Program," Manpower Administration Pamphlet Series.
U.S. Department of Labor
Washington, D. C. 20210

You As A Secretary, Royal Typewriter Company.
Royal Typewriter Company
150 New Park Avenue, Hartford, Connecticut

Your Career Opportunities in Medicine.
Pfizer Laboratories
235 East 42nd Street, New York, N. Y.

Your Career Opportunities in Pharmacy.
Pfizer Laboratories
235 East 42nd Street, New York, N. Y.

Your Job and Your Future, James Olsen.
This book presents specific jobs as well as exercises that require the youth to examine his qualifications and fitness for particular jobs.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

BIBLIOGRAPHY OF FILMS

This is an alphabetical list by subject matter area of films which agencies have used in training and development programs. The distributor and, where information has been given, a description of each film is provided. Distributors may provide catalogs which would list many more appropriate training films.

TRAINING OF SUPERVISORS

Emotional Maturity, 20 min., black and white.
Problems of the emotionally immature high school student.
St. Louis County Library
1640 South Lindberg Boulevard, St. Louis County, Missouri

Employing the Disadvantaged, 35 min., color.
Describes industry's experience in four sections of the country in the recruiting, counseling, and training of minority group members.
Bureau of National Affairs
5616 Fishers Lane, Rockville, Md. 20852

Everybody's Prejudice, 28 min., black and white.
Describes the many prejudices one faces in everyday life, never considering them as such but holding to prejudice as if the feeling were perpetrated by race, religion, color or national origin.
Fort Eustis Audio Visual Center
Fort Eustis, Virginia

The Eye of the Beholder, 30 min., color.
Dramatizes the average person's lack of perception. Stresses importance of caution in judging other people and the differences in the ways several people see the same thing.
Stuart Reynolds Productions
9465 Wilshire Boulevard, Beverly Hills, California 90212

Failure: A Step Toward Growth, 2 part film strip, color.
Probes area of fear of failing. To dispel such fear, film examines the causes of failure and places them in proper perspective in the learning process so that the individual's attitude can be reoriented.
Guidance Associates
Pleasantville, New York 10570

The Follow Through, 8 min., black and white.
Problems arise as a supervisor leaves without explaining the functions of an office machine, only to return finding an office crisis as a deadline is missed.
McGraw-Hill Book and Education Services Group
330 West 42nd Street, New York, N. Y. 10036

Involvement, 20 min., black and white.
Story of a young Black man hired by the telephone company. Traces his training and employment experience; pictures the problem of the Black man and his white fellow workers.
Pacific Northwest Bell Telephone Company
1200 - 3rd Avenue, Seattle, Washington 98104

Job Appeal, 12 min. color.
This film poses a question of whether a Black worker's inability to acquire a promotion to a higher job is based on his qualifications or prejudice on the part of his boss.
U.S. Department of Health, Education and Welfare
Film, Library, Washington, D. C. 20201

By Jupiter, 27 min.
Approaches the problem of improving the attitude of man.
Wilding Picture Productions, Inc.
1345 Argyle Street, Chicago, Illinois 60640

Management, Motivation and the New Minority Worker, 43 min., black and white.
Relates the experiences of a minority worker and his supervisor. A panel in film discusses the motivational techniques used by the supervisor from both the employee's and the supervisor's points of view.
Round Table Films, Inc.
321 South Beverly Drive, Beverly Hills, California 90212

The New Girl, 30 min., black and white.
Film is based around the hiring of a Black girl in an all-white company and the reactions of both the white employees and the Black girl before and after the Black girl's employment.
Anti-Defamation League
Washington, D. C.

Remedy for Riot, 35 min., black and white.
A visual accounting of the Kerner Commission Report; illustrates frustrations encountered by Blacks, segregation, police-community relations, housing problems; depicts how business and industry are utilizing new methods to hire, train, and retain minority group members.
National Film Board of Canada
Ottawa, Canada

Summer, 30 min., color.
The film shows the usefulness of summer employment programs as seen through the eyes of youthful participants and their employers.
The President's Office on Youth Opportunity
801 - 19th Street, NW., Washington, D. C.

The Supervisors' Workshop.
Used in training supervisors to work with hardcore trainees, this film is a form of sensitivity training. It employs a taped verbal presentation, and a kit and illustrating films including a roundtable discussion of disadvantaged individuals.
H. D. I.
Atlanta, Georgia 30305

The Way Out, 32 min., color.
A series of interviews with hardcore unemployed. Interviewees included Mexican-Americans, Negroes, people from the Appalachian Mountain area and American Indians.
H. D. I.
Atlanta, Georgia 30305

Where's Prejudice, 1 hour (2 30-minute reels), black and white.
Examining existence of prejudice in a group of college youths who have in common the claim that they are not prejudiced.
Indiana University, Audio Visual Center
Bloomington, Indiana 47401

You and Your Boss, 30 min., color.
Presents several types of supervisors and employers so that an individual can assess which type he is and which type is most effective.
Clark County School District
2832 East Flamingo Road, Los Vegas, Nevada 89109

TRAINING OF YOUTH

Communications and Clerical Skills

The Extra Step, 30 min., color.
Portrays the right and wrong methods of dealing with others by telephone.
The C & P Telephone Company, Film Library
1325 G Street, NW., Room 790, Washington, D. C. 20005

Manner of Speaking, 25 min., color.
Film explains good telephone manners.
Meadville Telephone Company
Meadville, Pennsylvania

On Listening, 11 min., black and white.
Actual listening test.
American Management Association Film Library
1515 Broadway, New York, N. Y. 10036

Organization and Mechanics of Writing, 32 min., black and white.
Designed to expose inherent abilities for better writing.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Ready to Type, 11 min. black and white.
Getting ready mentally and physically to control the typewriter.
Coronet Instructional Films, University of Illinois
Champaign, Illinois 61820

Right at the Typewriter, 30 min., black and white.
Gives useful hints on handling different types, corrections, and special uses of the typewriter.
IBM Corporation, Office Products Division
4301 Connecticut Avenue, NW., Washington, D. C. 20008

What Makes a Letter Better, 15 min., color.
Describes how to produce a better finished letter with the typewriter.
IBM Corporation, Office Products Division
4301 Connecticut Avenue, NW., Washington, D. C. 20008

Educational Counseling

The Back Door, 20 min., color.
The film centers on the importance of science and math and preparing students for the future.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

The Cooperative Way to a College Education, 15 min.
Film explains several field studies in the college cooperative education programs.
Guidance Association
Pleasantville, New York 10570

I Never Went Back, 16 min., color.
Traces histories of several high school dropouts. Demonstrates the serious emotional, social, and economic consequences of dropping out of high school.
U.S. Department of Health, Education and Welfare
Film Library, Washington, D. C. 20201

Into the World, 30 min., color.
Designed for high school students to help the young adult make a decision on working or pursuing higher education.
Modern Talking Picture Service
927 - 19th Street, NW., Washington, D. C. 20006

Jobs and Advancement: On the Move, 13 min., color.
This film is directed to the potential school dropout. It urges him to accept his job with responsibility and to try to better himself in his job.
D. C. Public Library
8th and K Streets, NW., Washington, D. C. 20001

Mike Makes His Mark, 25 min., black and white.
High school counselor prevents student from becoming a dropout.
St. Louis County Library
1640 South Lindberg Boulevard, St. Louis County, Missouri

The Road Ahead, 30 min., black and white.
Deals with a Negro youth and white youth trying to find a satisfactory job, without having completed high school, and how they resolved their problem while continuing their education.
Association Film
600 Grand Avenue, Richfield, New Jersey 07657

Tomorrow is Now, 16 min., color.
Film depicts the relationship between education and success. It is geared toward young people who may be thinking about dropping out of school or already have done so.
Chesapeake and Potomac Telephone Company
725 - 13th Street, NW., Washington, D. C. 20005

When I'm Old Enough Goodbye, 28 min., black and white.
Dramatic story of a likeable and ambitious teenage youth who makes the serious mistake of dropping out of high school before graduation to get a job.
Louis de Rochemont Associates
18 East 48th Street, New York, N. Y. 10017

Financial and Legal Counseling

Art of Fraud, 30 min., color.
Deals with how the consumer is easily duped.
New York State Attorney General's Office
80 Centre Street, New York, N. Y. 10013

Just Sign Here, 20 min., color.
Discusses credit purchasing advantages with emphasis on careful reading of contracts before signing.
Better Business Bureau
St. Louis, Missouri

Money Information, 25 min., color.
The workings of the stock market.
Goodbody and Company
New York City, New York

The Owl Who Gave a Hoot, 12 min., color.
Illustrates what can happen when people are talked into buying without investigating the facts.
Modern Talking Picture Service, Inc.
927 - 19th Street, NW., Washington, D. C. 20006

The Poor Pay More, 28 min. (2 reels), black and white.
Ways big city merchants exploit consumers from lower economic levels.
NET, University of Indiana
Bloomington, Indiana

Health and Safety Counseling

Anatomy of an Accident, 26 min., color.
Dramatic film which uses fatal collision for teaching 3 C's of defensive driving: concentration, control, courtesy.
Chesapeake and Potomac Telephone Company
725 - 13th Street, NW., Washington, D. C. 20005

Before It's Too Late, 12 min., color.
Emphasizes the use of safety belts.
Chesapeake and Potomac Telephone Company
725 - 13th Street, NW., Washington, D. C. 20005

Carpenter Shop Safety, 6 min., black and white.
Illustrates primary requirements for safety in carpentry, hobby, and home workshop.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Don't Push Your Luck, 13 min., color.
Eye safety and safety glasses.
Harvest Films, Inc.
11 West 42nd Street, New York, N. Y. 10036

Drug Abuse: Bennies and Goofballs, 19 min., black and white.
Documents increasing drug addiction problem in the United States. Points out physical, mental and social consequences of unauthorized use of amphetamines, barbiturates, etc.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Explosion, 25 min., color.
A film dealing with safety in a very humorous manner.
Xerox Corporation
445 Hamilton Avenue, White Plains, N. Y. 10601

The Final Factor, 15 min., color.
Safety driving situations show the common driver causes and natural factors that contribute to traffic emergencies.
U.S. Department of the Army, Film Library
Washington, D. C.

Mr. Finley's Feelings, 12 min.
Deals with the build-up of emotions and how they can affect you.
Metropolitan Life Insurance Company
Madison Avenue, New York, N. Y. 10010

Flowers of Darkness, 25 min., color.
Paul Newman narrates a brief history of narcotics and the methods of smuggling drugs in the United States.
Blue Cross of Western Pennsylvania
Smithfield Street, Pittsburgh, Pennsylvania 15222

Food Service Safety, 10 min., black and white.
Shows some of the hazards encountered while working in Air Force dining halls. Outlines precautions and safety rules to observe for maximum safety.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

The Hang Up (Drugs and Danger), 33 min., color.
Deals with the danger and damaging effects of drugs on young people in our society.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

LSD, 37 min., color.
Discusses dangerous effects of LSD on the brain and body. Explains dosage build-up period, the trip, tapering off and post depression.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Marijuana, 34 min., color.
Examines the flash-back techniques, the facts about physical changes, emotional dependency and legal implications of marijuana.
New York State Narcotics Control Commission
180 Avenue B, New York, N. Y. 10009

Narcotics - Why Not, 14 min., color.
Shows how young people become drug addicts. Relates experiences of high school and college students whose lives have been ruined by drug habits.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Not Me, 55 min., black and white.
Film showing what happens to a 12-year-old boy who becomes addicted to Heroin.
Community Action Training Institute
2465 South Broad Street, Trenton, New Jersey

On Top of the Pros, 11 min., color.
Promotes use of hard hats.
U.S. Department of Agriculture, Forest Service
Washington, D. C.

The People vs. Pot, 30 min., black and white.
This film on drug abuse deals primarily with the marijuana problem. The main character is found in a trial setting which is set within the framework of an encounter or confrontation.
U.S. Air Force Central Audio-Visual Center, Norton Air Force Base, California 92409

Power Mower Safety, 6 min., black and white.
Lists hazards of power mower operation and what must be done to overcome them. Precautionary measures include preoperative inspection, blade adjustment, debris clearance, etc.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

The Riddle, 20 min., black and white.
Documentary techniques strip drug abuse of any glamour; follows glue sniffers, cough medicine drinkers and heroin users who are actually on a "high."
Office of Economic Opportunity, Public Affairs
1200 - 19th Street, NW., Washington, D. C. 20506

Rotary Mower Injuries, 10 min., color.
Injuries caused by power mowers.
University of Texas, Southwestern Medical School
5323 Harry Hines Boulevard, Dallas, Texas

Safety in Offices, 15 min.
A slapstick approach to office safety makes points effectively and retains receiver interest.
Castle Films, Division of United Films, Inc.
1445 Park Avenue, New York, N. Y.

Slips and Falls, 15 min., black and white.
Safety at home, on highway, and at play.
Western Pennsylvania Safety Council, Fort Pitt Building
524 Penn Avenue, Pittsburgh, Pennsylvania 15222

Street Attack, 30 min., black and white.
Depicts ways in which women can protect themselves against street attack.
Police Department
City of Cleveland, Ohio

Ten Little Engineers, 8 min., color.
Emphasis on eight fatal errors that drivers make.
Aetna Educational Film
Hartford, Connecticut

To Fall or Not to Fall, 8 min. color.
Stresses alertness to unsafe conditions and actions as the prime cause of falls.
Aetna Educational Film
Hartford, Connecticut

The Trip Back, 30 min., color.
Florrie Fisher, a former drug addict, tells it like it was and is. At 50, she relates how she wasted 23 precious years behind bars.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Trip to Where, 60 min., color.
Information about drug abuse.
Florida State Welfare Agency
Gainesville, Florida

Why Drown, 25 min., color.
Five-step drownproof procedure for swimmers and non-swimmers on how to use clothing to stay afloat; how an injured person can survive in water.
U.S. Department of the Army, Film Library
Washington, D. C.

You and Office Safety, 12 min., color.
Deals with hazards in the office and how they can be corrected.
Xerox Corporation, Building 317
800 Phillips Road, Webster, New York 14580

Self Enrichment Counseling

The American Cannibals, 37 min., color.
Shows how individuals lose sight of moral responsibility when they fail to draw a line on ethical practices.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Black History: Lost, Stolen, or Strayed.
Explores the consequences of the white man's creation of the black stereotype through the communication media.
Xerox Corporation, Education Division (Film Library)
445 Hamilton Avenue, White Plains, N. Y. 10601

Do They Really Want Me, 28 min., color.
Black students and college graduates already in business are interviewed to present the preconceived ideas and facts about the new career opportunities for Negro college graduates.
Association Films, Inc.
600 Grand Avenue, Richfield, New Jersey 07657

Does It Matter What You Think?, black and white.
About public opinion.
Fellowship Commission
260 South 15th Street, Philadelphia, Pennsylvania 19102

Estuarine Heritage, 28 min., color.
Stresses the importance of estuaries for important species such as shrimp, clams, mechaden, and other finfish; as well as the habitat of waterfowl and furbearing animals.
Bureau of Commercial Fisheries, Division of Marketing
Washington, D. C. 20240

Eye of the Beholder, 15 min., black and white.
Shows how background and emotion affect interpretation of behavior; how no two people see the same thing the same way.
Reynolds Productions
195 South Beverly Drive, Beverly Hills, California 90212

Free at Last.
A panorama of Black culture in the United States, including portrayal of Black leaders.
D. C. Public Library
8th and K Streets, NW., Washington, D. C. 20005

"The Heritage of Slavery," Of Black America.
Examines the effect of the institution of slavery on present day attitudes of both white and black people.
Xerox Corporation, Education Division
445 Hamilton Avenue, White Plains, N. Y. 10601

Life's Higher Goals, 30 min., color.
Stresses need to set s goal in life and need for internal motivation or self-motivation. Narration done by Bob Richards, former Olympic Decathlon Champion.
General Mills, Inc.
9200 Wayzata Boulevard, Minneapolis, Minn. 55440

Motivation for Living, 30 min., color.
Theme is establishing a goal, keeping the goal in focus, and following through to attain the goal.
General Mills, Inc.
9200 Wayzata Boulevard, Minneapolis, Minn. 55440

The New Girl, 30 min., black and white.
A Negro secretary is placed in an office. She is initially shunned by other members of the secretarial staff who are Caucasian.
Fort Eustis Audio-Visual Center
Fort Eustis, Virginia

A Raisin in the Sun, 127 min., black and white.
Black-white relationships when a family attempts to move into an all-white neighborhood, and all the feelings and implications involved.
Ideal Pictures, Audio-Film Center
34 MacQuesten Parkway South, Mount Vernon, New York 10550

The Revolving Door, 28 min., black and white.
Look at lower courts, the minor offenders, and the jails where overcrowding, idleness, and inadequate facilities have earned for them the label "school for crime."
The American Foundation Institute or Corrections
Philadelphia, Pennsylvania

Second Effort, 30 min., color.
A sales training motivational film which can be related to any kind of work.
The Dartnell Corporation
4660 Ravenswood Avenue, Chicago, Illinois 60640

Slavery.
A dramatic interpretation of life in the old South, based on the recollections of former slaves.
D. C. Public Library
8th and K Streets, NW., Washington, D. C. 20005

Something About Communication, 18 min., color.
Probes into changing concepts about learning and communication. Highlights ways of getting ideas across to others.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Tomorrow Will Not Wait, 13 min., color.
Film on air, water, and land conservation. Indicts us for befouling our air, water, and soil, and shows attempts by the Air Force to do something about it.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Which Way America , 30 min., color.
Presents story of America both past and present. Places emphasis on America's responsibility to guard her heritage of liberty and share truth of freedom with all nations.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Your Job: Fitting In, 15 min., color.
Vividly brings out the necessity of "fitting in" after the job has been secured. Includes the need to listen, to pay attention, etc.
University of Illinois, Visual Aids Service
704 South Sixth Street, Champaign, Illinois

Your Land and Mine, 27 min., color.
Points out the need to conserve natural resources to meet future demands. Shows dual Air Force role as landowner and leader in conservation.
U.S. Air Force Central Audio-Visual Center
Norton Air Force Base, California 92409

Vocational Counseling

Applying for a Job, 10 min., color.
Offers amusing examples of poorly prepared job applicants, and reinforces proper procedures and attitudes.
Youth Opportunity Center, Division of Employment Security
172A Broad Street, Lynn, Massachusetts 01901

Aptitudes and Occupations, 16 min, color.
Explains six basic aptitudes and how to apply these to an intelligent choice of vocation.
Business Education Films
5513 - 16th Avenue, Brooklyn, New York 11204

The Big Question, 28 min., black and white.
Deals with steps that should be taken in choosing a future career.
Associated Films
600 Grand Avenue, Ridgefield, New Jersey

Bridges to Skills, 18 min., color.
General information on the apprenticeship program with special emphasis on the operating engineers program.
U.S. Department of Labor, Bureau of Apprenticeship and Training
Washington, D. C. 20210

Business Machines, 6 min., color.
Provides information on the nature and wide variety of job opportunities in this field.
D. C. Manpower Administration, Office of Employer and Technical Services
Washington, D. C.

Challenge of the Service, 12 min., black and white.
Opportunities in Civil Service Commission employment.
U.S. Civil Service Commission
Federal Building, Wilmington, Delaware

Choosing Your Occupation, 10 min., black and white.
Shows methods of self-appraisal, occupational possibilities, preparation, requirements and guidance in choosing an occupation.
Business Education Films
5113 - 16th Avenue, Brooklyn, New York 11204

The Day After Tomorrow, 28 min., color composite.
Stresses importance of planning for a local apprenticeable trade, giving examples of trade opportunities and explaining their advantages.
U.S. Department of Labor, Bureau of Apprenticeship and Training, Rhode Island Apprenticeship Council, Washington, D. C. 20210

Do I Want to be a Secretary, 27 min. (2 parts), black and white.
The considerations of a high school girl in determining whether or not to prepare for secretarial work.
Business Education Films
5113 - 16th Avenue, Brooklyn, New York 11204

Everything in Its Place, 25 min., black and white.
Covers the difficulties of a Black man applying for a job.
The Community Action Training Institute
2465 South Broad Street, Trenton, New Jersey 08610

Getting a Job Is a Job, 16 min., color.
Points out the importance of being at one's best when job-hunting and specifically what not to do.
D. C. Public Library
8th and K Streets, NW., Washington, D. C. 20005

Getting and Keeping Your First Job, 25 min., color.
Explains how the first job is acquired, how much is involved in getting the first job, and who is largely responsible for the achievement. Covers such areas as written resumes, job-hunting and the first few weeks of work.
Guidance Associates, Harcourt, Brace and World
Plainsville, New Jersey 10570

Health Careers, I, 13 min., color.
An introduction to 23 occupations related to medicine and health.
Lawrens Productions, Inc.
P.O. Box 1542, Burlingame, California 94910

Improving the Job, 9 min.
Shows how an employee initiates worthwhile work improvements when his supervisor asks for suggestions.
D. C. Public Library
8th and K Streets, NW., Washington, D. C. 20005

It's a Business World, 27 min., color.
Portrays various kinds of business careers, and the training available in business colleges.
Sterling Movers
42 West 61st Street, New York, N. Y. 10023

Job Interviews - Three Young Men and Job Interviews - Three Young Women, 17 min., color.
Points out the various approaches taken by job applicants.
University of Southern California Film Distribution, Department of Cinema
3535 South Figuero Street, Los Angeles, California 90037

Jobs in the World of Work: A Good Place to Be, 12 min., color.
Workers, black and white, men and women, tell what they feel about their jobs as they work. They agree it is better to work than have nothing to do, and work is a good place to be.
D. C. Public Library
8th and K Streets, NW., Washington, D. C. 20005

Key to the Future, 16 min., color.
Deals with Librarianship as a profession.
D. C. Public Library
8th and K Streets, NW., Washington, D. C. 20005

Making It, 30 min., color.
Depicts 12 Negroes talking in their own words about their chances of getting ahead in the economic life of America.
Modern Talking Films
2000 L Street, NW., Washington, D. C.

New Horizons in Vocations, 20 min., color.
Careers which involve technical rather than academic training.
D. C. Public Library
8th and K Streets, NW., Washington, D. C. 20005

On Your Own, 10 min., color.
Provides information on the new world of computer science.
D. C. Manpower Administration, Office of Employer and Technical Services
Washington, D. C.

Preparing for the World of Work, 2 part, color.
Designed as an introduction to vocational education opportunities for the high school student.
Guidance Associates
Pleasantville, New York 19570

The Road Ahead, 29 min., black and white.
Shows problems two young men have in acquiring a job. One has a high school diploma and one does not.
Associated Films
600 Grand Avenue, Richfield, New Jersey

They Beat the Odds, 22 min., color.
Depicts Negroes who have overcome tremendous odds to become successful in their fields.
Dibbie-Dash Productions
4949 Hollywood Boulevard, Hollywood California

What You Should Know Before You Go To Work, 25 min., color.
Focuses on importance of adequate education and training and determining what kind of work to pursue. Deals with aspects of the job itself; offers suggestions for locating available job opportunities and organizing important personal information in job applications.
Guidance Associates, Harcourt, Brace and World
Plainsville, New Jersey 10570

When I Am Old Enough, Goodbye, 25 min., black and white.
Shows a young high school drop-out who finds life is difficult for the unequipped and uneducated.
Washington State Employment Service
Board of Public Instruction
Jacksonville, Florida 32212

Your Job: Applying for It, 17 min., color and black and white.
Encourages young people to make the most of what they have. Includes the need for cleanliness, good grooming, good manners, etc.
Coronet Instructional Films
65 East South Water Street, Chicago, Illinois 60601

Your Job: Finding the Right One, 13 min., black and white.
Shows importance of finding the "right" job; considering the individual's abilities, interests, and training; and how to organize a plan of action to get the job.
Coronet Instructional Films
65 East South Water Street, Chicago, Illinois 60601

Your Job: Fitting In, 16 min., black and white.
Shows importance of learning and following company rules, of learning from your mistakes, of paying close attention to instructions, and of developing attitudes helpful when starting a new job.
Coronet Instructional Films
65 East South Water Street, Chicago, Illinois 60601

Your Job: Getting Ahead, 16 min., black and white.
Shows the choosing of a job from which advancement is possible, selecting an area in which to advance, knowing when to keep a job or change jobs, and how to plan for additional education.
Coronet Instructional Films
65 East South Water Street, Chicago, Illinois 60601

Your Job: Good Work Habits, 13 min., black and white.
Demonstrates efficiency and effectiveness gained through good work habits.
Coronet Instructional Films
65 East South Water Street, Chicago, Illinois 60601

Your Job Interview, 25 min., color.
Advises on pre-interview preparations, dress, and conduct during interview.
Guidance Associates, Harcourt, Brace and World
Plainsville, New Jersey 10570

GPO 843-882